



Health and Safety Policy

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SECTION A

Commitment to Health and Safety

The Board of Exercise Move Dance UK (EMD UK) regards health and safety as an extremely important priority for EMD UK and is committed to carrying out its activities in such a way as to avoid harm to its staff, members and all others who may be affected directly or indirectly by our activities. We believe that Health and Safety has equal status with other primary organisation objectives and recognise that safe working practices, staff welfare and due consideration of any environmental impact we might have are vital to the overall efficiency and success of our organisation. Health and Safety is everyone's responsibility and consequently forms an integral part of the duties of all our staff. The organisation is committed to obtaining the highest achievable standards of occupational health, safety and environmental protection for its staff and others benefit as well as to comply with any relevant statutory provisions.

Our aims are:

- The continuous improvement of workplace safety.
- To provide a safe and healthy working environment.

These aims will be achieved by meeting the following objectives:

- To establish and maintain effective systems and plans for managing the health, safety and welfare of all our staff.
- To ensure that all risks to health, safety and the environment are properly assessed, establishing and maintaining clear written standards and procedures to control the risk and to ensure that these are adhered to.
- To ensure that our staff are competent and able to perform their tasks safely, through the provision of adequate information, instruction, training and supervision.
- To maintain an effective system of consultation with our staff on health, safety and environmental issues.
- To ensure that accidents are properly reported, investigated and appropriate corrective actions are taken.
- Promoting an increased awareness of responsibility for the environment amongst all staff.
- To maintain an effective system of monitoring and reviewing health, safety and environmental performance.

This policy and associated procedures will be regularly reviewed and up-dated to reflect changes in legislative, organisational, operational and management arrangements.

Ross Perriam, Chief Executive

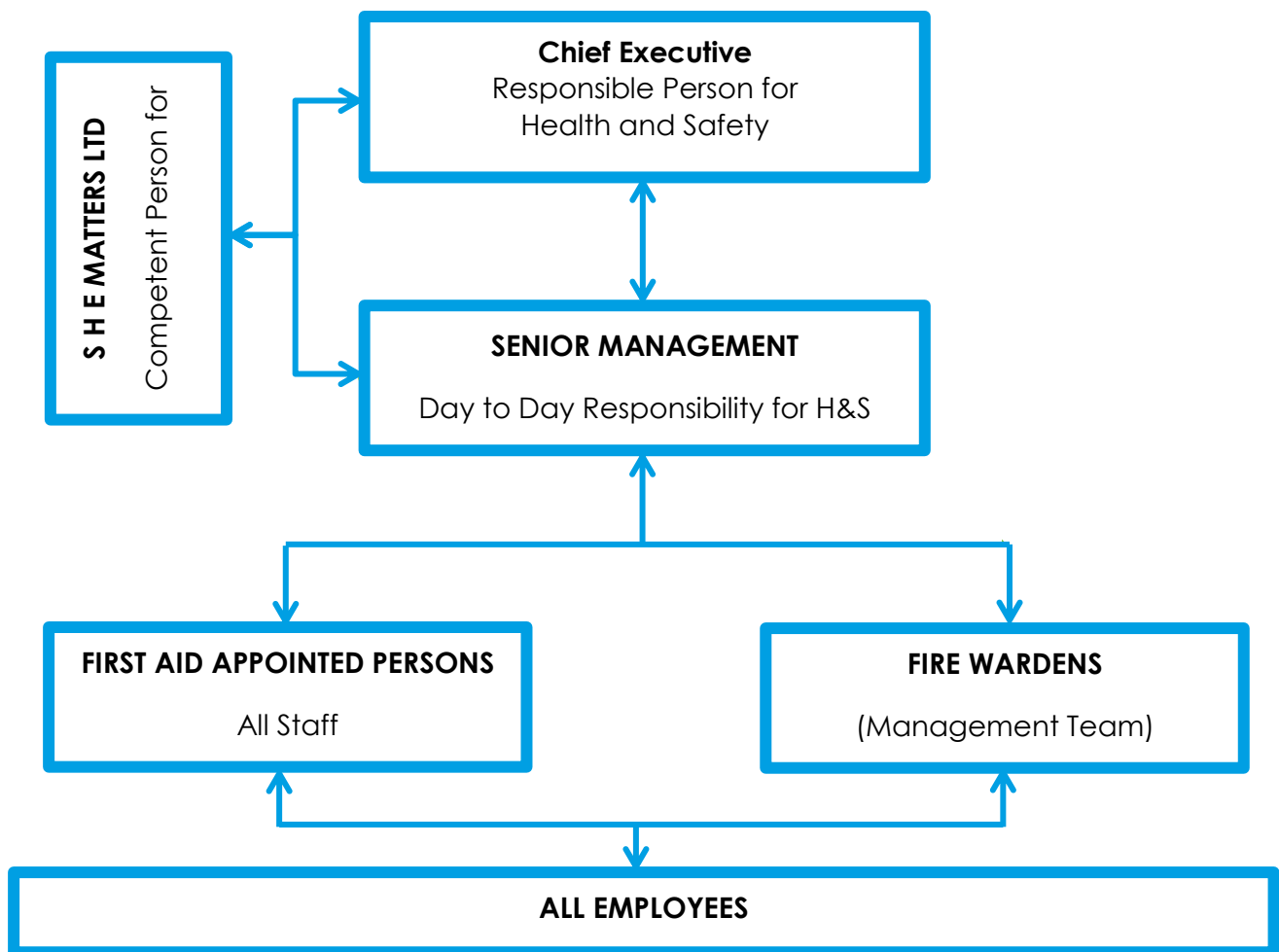
On behalf of the Exercise Move Dance UK

Date:

SECTION B

B1. Organisational Chart for Health and Safety

Responsibilities for Health and Safety at Exercise Move Dance (EMD UK) are shown below:



B2. Management and Staff Responsibilities

B2.1 Chief Executive

Ensure that EMD UK operates within the current health and safety legislative framework.

Make resources (e.g. time, competent staff, materials and funds) available to eliminate or reduce significant health and safety risks as identified by the risk assessments.

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Ensure that adequate time and resources are given to competent person(s) to enable them to carry out their duties, as described in the *Management of Health and Safety at Work Regulations 1999*.

Ensure health and safety standards are maintained and improved.

Ensure accidents and 'near misses' are appropriately investigated in order to identify the 'root cause'. To act appropriately to reduce likelihood of happening again.

Ensure work-related causes of sickness absences are correctly investigated and appropriate action taken.

Act as the first contact point and co-ordinator on all issues to do with health and safety in EMD UK.

Ensure all First Aiders/Appointed Persons/Fire Wardens are appropriately trained and maintain an up-to-date list of First Aiders.

Ensure staff have completed appropriate training for their work activity as well as that relating to health and safety ensuring adequate records are maintained.

Ensure monitoring/inspections are undertaken in line with health and safety policy and keep results for a period of at least three years or as regulation dictates.

B2.2 - Senior Management

Senior Management will have 'day to day' responsibility for health and safety matters within their area of control. This will include:

To ensure that the Health and Safety Policy and Procedures are put into practice.

To ensure that all staff have read and understood EMD UK health and safety policy and procedures and any local procedures/guidelines that may be relevant.

To assist in the conducting of risk assessments and, where hazards have been identified, ensure appropriate control measures are implemented.

Where extra resources are necessary but which are beyond their authority to obtain authority from the Chief Executive.

To ensure that the Accident Book is completed as necessary and to ensure that investigation is carried out and that any remedial actions are carried out to prevent the recurrence of the event.

To report incidents which are reportable under the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995* as directed by the regulations and also report to the Chief Executive.

To ensure that employees receive adequate health and safety information, instruction, training and supervision to competently undertake their tasks and responsibilities.

B2.3 - First Aid Appointed Persons

All staff will receive appropriate training to enable there to be at least one First Aid Appointed Person (FAAP) available at all times whilst work activity takes place. Should an incident occur the most appropriate staff member available will take the role of FAAP. In these instances they will:

Respond quickly and calmly to the First Aid incident taking actions as appropriate.

To remain with the casualty until transfer to qualified medical personnel has taken place as appropriate.

To refer and report on any casualty transferred to hospital or a G.P. and all injury and accident incidents to the Chief Executive.

Assist as necessary to ensure the Accident Book is completed.

In addition one staff member will be delegated additional responsibly for monitoring and maintaining the First Aid boxes and replenishing stock levels as required to ensure the minimum suggested contents are available at all times.

B2.4 - Fire Wardens

Three members of staff will be appointed as Fire Wardens to ensure the likelihood of one being present, should a fire incident arise. The Fire Wardens will effectively have two roles: a 'day-to-day' role and one for when the fire alarm sounds.

Day-to-day role:

To keep an eye on the general fire safety of the area, building or floor that the warden has been allocated.

Keep an eye on corridors and walkways to ensure combustible materials are not stored there.

Monitor escape routes to see they are kept free of obstructions.

Check that fire doors are not tied, propped or wedged open where they should not be.

To check that final exit doors are not obstructed.

To check that extinguishers are where they should be and no obvious misuse or defect has occurred.

During scheduled fire alarm tests over a period of weeks or months, check that the alarm can be heard in all rooms and all parts of their allocated area.

Assist with the creation of Personal Emergency Evacuation Plans (PEEPs) if required.

Assist with Fire Risk Assessments (FRA).

Role when the fire alarm sounds:

Sweep through their allocated area, turning off equipment and closing doors/windows in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest fire escape route. The fire warden should normally be the last person out of the premises.

Checking all accessible rooms including toilets and offices to make sure people are beginning their evacuation.

Reporting to the person in charge of the evacuation, at the assembly area or just outside the building, to advise their area is clear (or to report anyone who can't or won't leave the building).

To assist the officer in charge with crowd control, verbally encouraging people towards the assembly area.

To undertake a de-briefing, so as to identify any shortcomings in the evacuation procedure.

B2.5 - Employees

All employees are required, under the Health and Safety at Work Act 1974, to take reasonable care of their own and others' health and safety which may be affected by their acts or omissions at work.

Each staff member is responsible for co-operating with managers and designated persons on health and safety matters. Failure to adhere to these policies will be a breach and is an offence under EMD UK disciplinary procedure.

All accidents, incidents and near misses must be reported to the Chief Executive. All staff injuries must be recorded in the Accident Book.

Each employee is responsible for reporting any health and safety shortcomings or concerns to the appropriate person (as detailed in these policy documents).

All employees must use any health and safety equipment provided in accordance with instruction and training provided and must not interfere with any equipment provided for their health and safety.

All employees are expected to attend health and safety training and apply such training in the workplace.

B2.6 - Competent Person for Health and Safety

To be available as a source of specialist advice to EMD UK as required by the Management of Health and Safety at Work Regulations 1999.

To liaise with those with responsibility for health and safety within the organisation and to act as an information resource regarding accidents and incidents.

To conduct health and safety inspections and/or audits for EMD UK and forward the results and any recommendations to the nominated person with responsibility for health and safety.

To produce or advise on the health and safety policy, procedures and risk assessments as requested and to liaise with appropriate personnel for such undertakings.

B3. Health and Safety Risks Arising from Work Activities

Arrangements for undertaking risk assessment are:

Risk assessments will be undertaken by competent appointed persons (as detailed within this policy).

The findings of the risk assessments will be reported to appropriate personnel (as detailed within this policy).

Action required to remove/control risks will be approved by the Chief Executive (as detailed within this policy).

The Chief Executive will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every year or whenever environment, work activity or equipment changes, whichever is soonest.

B4. Consultation

A Safety Representative has not been elected therefore consultation with all employees will be undertaken as appropriate, led by the Chief Executive.

B5. Accidents, First Aid and Work-Related Ill-health

The appointed person(s) are as described in B1, Organisational Chart.

The first-aid box is kept in the kitchen

All accidents and cases of work-related ill health are to be recorded in the accident book.

The Accident Book is kept in the kitchen.

The Chief Executive or nominated deputy is responsible for the reporting of accidents, diseases and dangerous occurrences to the enforcing authority as stipulated under RIDDOR.

B6. Monitoring

Regular inspections (usually annually) will be undertaken of the workplace to check that working conditions and working practices are safe.

The Chief Executive as designated in B2.1 will be responsible for ensuring accidents and incidents are investigated and that appropriate monitoring is undertaken.

The Chief Executive as designated in B2.1 will be responsible for investigating work- related causes of sickness absences and that appropriate monitoring is undertaken.

B7. Emergency Procedures – Fire and Evacuation

The Chief Executive is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.

Escape routes are checked by a designated Fire Warden every week. Employees are also responsible for ensuring that escape routes remain clear at all times.

Fire extinguishers are maintained and checked annually by external contractors

Alarms are maintained and tested six months by external contractors

The sounder and call point check is tested and recorded weekly by the Chief Executive or designated person in their absence.

Testing of the Emergency Evacuation Plans will be arranged annually by the Chief Executive or nominated deputy.

Recording of the test and outcomes of Emergency Evacuation Plan will be checked and maintained by the Chief Executive or nominated deputy.

Fire Action Plans are situated at every Exit door and within visitor areas.

SECTION C

Full details of the various health and safety policies are on the following pages.

Section C01: Accident Reporting and Investigation

1. SPECIFIC LEGISLATION

The Health and Safety (First-Aid) Regulations 1981

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995)

Social Security Administration (NI) Act 1992

2. RELATED POLICIES

See also First Aid.

3. POLICY

3.1. Definitions

Accident – an unplanned event, which causes injury to persons, damage to property or loss.

Incident – an unplanned event, which does not cause injury or damage, but could do so if repeated.

3.2. General Statement

This policy covers reporting and recording procedures for staff and non-employees. Reporting certain accidents and ill health at work is a legal requirement under RIDDOR therefore the management of Exercise Movement and Dance Partnership (EMD UK) will ensure that all employees are aware of their duties in relation to reporting all accidents.

The person responsible for coordinating all accident and incident reporting is the Chief Executive or their nominated deputy.

3.3. Arrangements

3.3.1. General

An injury *may only be dealt with* by an employee who has received the appropriate training. If an emergency arises, medical assistance (i.e. an ambulance) must be called at the first opportunity. Any accident involving an emergency must be reported to the Chief Executive or nominated deputy as soon as possible.

All contractors and visitors must comply with organisation policy regarding accident reporting whilst on the premises.

Any non-employee who is involved in an accident or incident whilst on organisation premises must report the incident immediately to the person responsible for his or her presence on site, if available, or another responsible person to ensure that organisation's procedure is observed.

3.3.2. The Accident Book

All accidents resulting in personal injury must be recorded in the organisation's Accident Book. This should be undertaken, where possible, by the individual who received the injury, otherwise by a nominated person.

The Accident Book complies with the Data Protection Act (DPA). Accident records are sensitive data and therefore they will not be seen by other members of staff. The Chief Executive is responsible to ensure that the Accident Book is maintained in accordance with the DPA.

The Accident Book will be retained for at least three years from the last date of entry.

Injuries which occur whilst carrying out work off-site must be reported in the same way. If the work is being carried out at another organisation's address the occupier of the site will be advised accordingly.

If an injury renders an employee unable to make an entry in the accident book, it will be completed by a witness or someone who is able to enter an account of the incident. The employee's account will be entered as soon as possible after the event.

Records of any developments to the injured person's health, up to and including return to normal duties will be recorded and retained.

All incidents involving non employees whilst on organisation premises will be entered in the accident book.

If there is any doubt as to the reporting criteria then clarification must be sought from the Competent Person for Health & Safety.

3.3.3. RIDDOR Reporting Procedures

Certain types of injury, illness or occurrences are reportable under RIDDOR. These are:

- Deaths.
- Major injuries.
- Over-seven-day injuries.
- Dangerous occurrences.
- Diseases.

Clarification of whether the injury or illness needs to be reported should be sought by looking at the HSE website <http://www.hse.gov.uk/riddor/what-must-i-report.htm> or consulting the competent person for H&S.

In cases of death or major injuries, we will notify the enforcing authority immediately by reporting online at <http://www.hse.gov.uk/riddor/report.htm#online> or by telephone on 0845 300 9923.

Cases of over-seven-day injuries must be notified within fifteen days of the incident, using the appropriate online form at <http://www.hse.gov.uk/riddor/report.htm#online>.

Cases of disease will be reported as soon as a doctor notifies us that one of our employees is suffering from a reportable work-related disease.

<http://www.hse.gov.uk/riddor/report.htm#online>

3.3.4. Investigation and Monitoring

In addition to an entry in the Accident Book, any accident or incident must be reported immediately to the Chief Executive.

An investigation into all RIDDOR reportable accidents will be undertaken. The investigation and subsequent report will be commensurate with the severity of the accident.

The Accident Book will be regularly reviewed by the Chief Executive to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

Details of accidents will be reported at Management Meetings.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. RECORDS/ASSESSMENT FORMS

Accident Book

Internal Accident Investigation Form

Section C02: Cleaning and Hygiene

1. SPECIFIC LEGISLATION

Health and Safety at Work, etc. Act 1974 (HSAW) Act

Workplace (Health Safety & Welfare) Regulations 1992 (WHSWR)

Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP3)

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Provision and Use of Work Equipment Regulations 1998. (PUWER)

2. RELATED POLICIES

See also Electrical Equipment at Work, Provision and Use of Work Equipment and Working Environment.

3. POLICY

EMD UK endeavours to maintain the highest hygiene and cleanliness standards which are particularly important in order to ensure a safe and healthy place of work and to help avoid adverse effects on all employees and others.

3.1. Arrangements

3.1.1. General

Washroom/Toilets/Maintenance of Facilities – Cleaning and maintenance arrangements will be made for all sanitary and washing facilities. Where facilities are temporarily unavailable, such as during maintenance and repair work, suitable alternative arrangements will be made.

Cleaning Procedures – Where cleaning is undertaken by employees of the organisation such cleaning staff will undertake: suitable instruction and supervision to ensure acceptable standards of cleaning are met; selection and use of safe cleaning agents and preparations are made selection; use of appropriate cleaning equipment and the implementation of formally established cleaning schedules or programmes.

Cleaning Methods – If our employees undertake the cleaning of our premises then methods, materials and equipment to be used for individual cleaning tasks will be specified in the cleaning schedule and incorporated in the instruction/training. This may include precautions necessary in the mixing and use of certain chemical cleaning agents and preparations and in the use of electrically-operated cleaning equipment, such as carpet cleaning equipment.

Cleaning Standards – The standards to be achieved for different structural surfaces, item of equipment, etc. will be specified and, where necessary instruction/training in the achievement of these specified cleaning standards given. Where a cleaner or cleaning

contractor is used, such standards will be formally provided and regular inspections that standards are being maintained undertaken.

Cleaning Schedules or Programmes – The Chief Executive or nominated deputy will agree on an effective cleaning regime which will be maintained and formally recorded.

3.1.2. Employees

Employees are expected to maintain good standards of personal hygiene in the workplace and make full and proper use of facilities, which are provided to assist in achieving the required standards.

Any defects in washing and sanitary facilities must be reported immediately to the Chief Executive or nominated deputy for investigation and action.

3.1.3. Risk Assessments

Cleaning agents purchased by the organisation or supplied by a cleaning Contractor may incorporate substances which may be classified as *hazardous to health* under the COSHH Regulations. The organisation will undertake a health risk assessment in respect of such substances or request such assessments from the contractor.

Portable Cleaning Equipment – This may take a number of forms from hand-held brushes, brooms and mops to various electrically-operated appliances, such as vacuum cleaners and carpet cleaning equipment. This type of equipment is classed as 'work equipment' under the PUWER and therefore the Policy on Provision and Use of Work Equipment should be referred to. Electrical appliances will be required to be checked in accordance with the Policy on Electrical Equipment at Work.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issues posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. RECORDS / ASSESSMENT FORMS

Risk Assessments

Section C03: Control of Contractors and Visitors

1. SPECIFIC LEGISLATION

Health and Safety at Work, etc. Act 1974 (HSAW) Act

Management of Health and Safety at Work Regulations 1999 (MHSWR)

Occupiers' Liability Act 1957 and Occupiers' Liability Act 1984

Construction (Design and Management) Regulations 2007

Electricity at Work Regulations 1989 (EAWR)

2. RELATED TOPICS

See also Risk Assessment, Electrical Safety, Accident Reporting and First Aid.

3. POLICY

3.1. Definitions

Contractor — an organisation or self-employed person (**not** an employee) taken on to carry out particular work.

Sub-contractor — an organisation or self-employed person (**not** an employee) of a contractor.

Visitor — a person who is on the organisation's property who is not an employee of the organisation.

3.2. General Statement

The organisation accepts its responsibility to ensure the health and safety of all personnel and 'others' who come directly or indirectly into contact with organisation activities.

3.3. Arrangements

3.3.1. Building/Refurbishment Work/Inspections/Maintenance etc.

Any contractor or sub-contractor appointed to carry out such major work must be competent and have made adequate provision for health and safety.

3.3.2. Contractors

Where Contractors are employed and major works are undertaken, the following procedures will be followed and overseen by the person who contracted the work.

The contractor will complete reference form (Appendix 1)

The contractor will be required to provide a risk assessment and a method statement (or similar) for the proposed work. This will be checked by Chief Executive or delegated responsible person.

No work will commence until risk assessments and a method statement have been agreed.

3.3.3. Selection of Contractors

To provide a means of gathering health and safety information about prospective contractors in a consistent manner Appendix 1 should be used. This questionnaire is used for a number of purposes:

To provide information needed by the organisation to make an assessment of each contractor's suitability for the job, based on a comparison like for like.

To compile an approved contractor list.

At the pre-tender stage, in order to compile a shortlist of contractors who will be invited to tender for individual jobs.

3.3.4. Evaluation of Contractors

The evidence of competence submitted by the Contractor(s) in Appendix 1 should be evaluated in a consistent manner. Appendix 2 can be used for this task.

3.3.5. Monitoring of Contractors

Contractors will be informed that their work may be monitored by the organisation using the contractors own risk assessments and/or method statements.

Inspection and/or monitoring can be conducted by the appropriate manager or nominated deputy for whom the work is being done.

The name and position of whoever is to do the monitoring must be made known to the contractor as well as how the monitoring will be carried out e.g. at random times, random days.

3.3.6. Acting on Inspection and/or Monitoring Results

If a health and safety issue or problem is recognised then, in association with all parties concerned, the problem must be resolved as soon as possible.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. FORMS and ASSESSMENT FORMS

Appendix 1 – Selection of New Contractors

Appendix 2 – Evaluation of Contractors — Evidence of Competence

Appendix 3 – Permit to Work Forms

APPENDIX 1

Contractor Questionnaire		
Contract:		Ref No.
1	Please provide the following details of your organisation:	
	<p>Name:</p> <p>Names of Directors:</p>	<p>Companies House Registration:</p> <p>Number of employees:</p>
2	Please attach a copy of your organisation's most recent health and safety policy (including general statement of intent, organisation for health and safety, and working arrangements)	Attached: YES/NO
3	Please enclose a copy of any safety manuals, codes of practice and statements of safe working methods relevant to this contract.	Attached: YES/NO
4	Please enclose copies of your public and/or third- party liability and employer's liability insurance certificates for this contract.	Attached: YES/NO
5	<p>Please provide the names and job titles of those people in your organisation with the following responsibilities:</p> <p>The person with ultimate responsibility for health and safety:</p> <p>Name: Job title:</p> <p>The person who would have responsibility for the day-to-day management aspects of this contract:</p> <p>Name: Job title:</p> <p>The person appointed to provide competent advice on health and safety issues, as required by the <i>Management of Health & Safety at Work Regulations 1999</i>:</p> <p>Name: Job title:</p> <p>Please provide details of the experience and qualifications of the above-named persons (e.g. in the form of a curriculum vitae)</p>	Attached: YES/NO
6	<p>Please enclose copies of any risk assessments / method statements relevant to this contract, include:</p> <p>General risk assessments, as required by Regulation 3 of the <i>Management of Health and Safety at Work Regulations 1999</i>.</p> <p>Safety data sheets and COSHH assessments for all substances that you propose to use (if applicable)</p> <p>Any other legally specific assessments (e.g. manual handling, noise) Any method statements</p>	Attached: YES/NO
7	Please provide details of health and safety training provided to all managers and staff, and sub-contractors where used.	Attached: YES/NO

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8	Will you use sub-contractors on this contract? YES/NO If so, please provide details of the procedures you will use to ensure that they are competent and managed correctly?	Attached: YES/NO
9	Please provide details of the accident reporting and emergency procedures to be adopted for this contract	Attached: YES/NO
10	Is your organisation, or any member of staff, a member of any trade or professional organisations? YES/NO If so, please provide details of membership of any such organisations	Attached: YES/NO
11	Please enclose details of the criteria you use for assessing your organisation's health and safety performance.	Attached: YES/NO
12	Please provide details of how often and who will carry out safety inspections.	Attached: YES/NO
<p>Signed Position</p> <p>Title Date.....</p>		

Notes:

- All questionnaires must be answered.
- Where additional information is asked for, this must be supplied to enable competence to service the contract within the current legislative framework to be established.

Comments or Further Information:

APPENDIX 2

NEW CONTRACTOR EVALUATION CHECKLIST				
Statement of Safety Policy			Yes	No
1	Is there a clear declaration of intent?			
2	Does it include the safety of staff?			
3	Does it include the safety of non-employees, e.g. other employers' staff, the public?			
4	Does it include the requirement for employee co-operation?			
5	Are there appropriate arrangements for reviewing the policy?			
6	Does a senior director sign it?			
7	Is it dated and up-to-date?	Date:		
Score for safety organisation				
Safety organisation			Yes	No
1	Is there a traceable management structure?			
2	Are there clearly defined duties:			
3	Is health and safety the responsibility of a Director/CEO?			
4	Has an individual been appointed as the "competent person" under regulation 6 of the <i>Management of Health & Safety at Work Regulations 1999</i> ?			
5	Are the health and safety qualifications of this individual satisfactory?			
Score for safety organisation				
Safety Arrangements			Yes	No
1	Are there safe working practices for all areas of the contract?			
2	Are they suitable and sufficient?			
3	Are there suitable procedures for carrying out general risk assessments?			
4	Are there suitable procedures for new or special risks?			
5	Are there suitable procedures for carrying out specific assessments (e.g. COSHH)?			
6	Is there an accident reporting and investigation procedure?			
7	Is personal protective equipment provided?			
8	Are there suitable systems for equipment testing and maintenance?			
9	Are there suitable procedures for the employment of sub-contractors?			
Score for safety arrangements				
Safety Training and Qualifications			Yes	No
1	Is suitable health and safety training provided for managers?			
2	Is suitable health and safety training provided for staff?			
3	Is suitable regular fire and emergency training provided?			
4	Are there trained first aiders?			

5	Are there adequate procedures for recording health and safety training		
Score for safety training and qualifications			
Consultation and Communication of Safety		Yes	No
1	Are there suitable arrangements for consulting with staff?		
2	Are there arrangements for trade union safety representatives (if applicable?)		
3	Are there arrangements for representatives of employee safety?		
4	Are there arrangements for safety committees?		
Score for consultation and communication of safety			
Safety Monitoring		Yes	No
1	Are safety inspections programmed?		
2	Are they programmed at a suitable frequency?		
Score for safety monitoring			
General Comments			
		Total Score	

APPENDIX 3 — GENERAL PERMIT-TO-WORK

Objective

The objective of having a permit-to-work is to keep close track of when potentially hazardous work is being carried out and by whom, as well as to set out a safe method of doing the work. This is why the record is split into five distinct stages, being:

1. information relating to the work itself.
2. authorisation for the work to be carried out.
3. acknowledgement of receipt by the person to carry out the work.
4. clearance to say that the work has or has not been completed.
5. cancellation, so that the permit can no longer be used.

A new copy of the permit will have to be issued every time the work is to be carried out, so that all the details are correct in each case.

Information required:

Project, Document ref no. The actual record should be given a reference number, as well as the project it refers to.

Task or work operation It is important that these details are accurate, up-to-date, and clearly set out so that there can be no ambiguities or possibility of misunderstanding.

Duration of permit The time period the permit is to cover should be recorded, i.e. date and hours.

Location of work/Description of work Self-explanatory.

Method of isolation/ making safe This could include:

1. electrical lockout
2. electrical test
3. mechanical
4. pipelines drained/ vented
5. other

Extra precautions to be taken if plant, machinery or systems are in operation

This could include:

1. protective clothing
2. breathing apparatus
3. gas detectors
4. low voltage equipment
5. other

Additional permits Self-explanatory.

Authorisation/cancellation — The person authorising the work to be carried out needs to have a clear understanding of what is involved, and ensure that the person who is to carry it out is competent to do so. This person should be the one to whom the permit is returned for cancellation, so that at any one time at least one person knows which permits have been issued, and when they should be returned. If a permit is not returned on time, they will be aware of the fact and can investigate why. It is important to have an organised system to prevent risks to health and safety.

Receipt/clearance — The person who is to carry out the work should sign the permit to indicate that they have read and understood the instructions. When the work is complete, they should sign the clearance part of the form to indicate that the work has been carried out, or if it has not been carried out, give the reasons.

General Permit-to-Work	
Project/Job:	
Document Ref No:	
Task or Work Operation:	Duration of permit:
This Permit to Work is issued for the following. No work other than that detailed must be carried out.	
Is work to be carried out when plant, equipment or systems are in operation?	yes/no
Location of work:	
Description of work (specific hazards):	
Method of isolation/making safe:	
Extra precautions to be taken if plant, machinery or systems are in operation:	
This Permit is for (tick which is applicable below)	
<div style="text-align: right;"> Hot work (i.e. welding) Electrical Other </div>	
Authorisation	
Name of person issuing Permit	
Designation:	
Signature:	
Time:	Date:

Receipt

I hereby declare that no work other than that stated above will be carried out, and all precautionary measures will be adhered to:

Name:

Designation :

Signature:

Organisation:

Clearance

I hereby declare that the work stated above has/has not been completed. Details if not completed:

Name:

Designation:

Signature:

Organisation:

Cancellation

All copies of this permit to work are hereby cancelled

Name:

Designation:

Signature:

Date:

Time:

Comments:

Section C04: Disabled Persons

1. SPECIFIC LEGISLATION

The Equality Act 2010

The Disability Discrimination Act (DDA) 1995 (Disability Equality Duty still applies)

2. RELATED POLICIES

See also Risk Assessment, DSE, Work Place Safety and Fire Safety Procedures.

3. POLICY

3.1. Definitions

Disability – a person has a disability for the purposes of this act if they have a physical or mental impairment which has *substantial* and *long term* adverse effect on their ability to carry out *normal* day-to-day activities.

- 'substantial' means more than minor or trivial
- 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
- 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

Discrimination – discrimination is defined slightly differently in relation to the various duties under the act, but in essence discrimination occurs:

- If reasonable adjustments are not made – without justification;
- For a reason which relates to the disabled person's disability;
- Where the disabled person is treated less favourably than others to whom the reason does not or would not apply.
- There is also discrimination where an employer, service provider or property owner fails to comply with a duty under the Act.

Note: *These definitions are not comprehensive and further clarification may need to be sought from the legislation.*

3.2. General Statement

The organisation recognises that its duty of care extends to ensuring that their employees and visitors are not exposed to workplace environments that are hazardous as a consequence of their particular disability, and that the organisation will do much as is 'reasonably practicable' to ensure the safety of such employees or visitors

3.3. Arrangements

The organisation aims to provide full and fair opportunity for employment for disabled applicants and to ensure, through training and practical assistance where required, their

continued employment and promotion. If an employee becomes disabled then they will be accorded every possible opportunity for maintaining their position or for retraining if appropriate.

The organisation's health and safety policy has been prepared to ensure a safe and healthy environment for all employees. It recognises that those employees who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met.

The total co-operation of all members of management and staff is required.

Where we have employees who have a disability, we will encourage them to participate in all organisation discussions relating to workplace health and safety policies.

3.4. Risk Assessment

An assessment of the risks to the disabled persons health and safety, especially in emergency situations, will be conducted as soon as is possible after commencement of employment and will be regularly reviewed.

3.5. Information and Training

Disabled employees who are newly appointed and employees who may become disabled will receive specific information and training on all relevant matters of health and safety.

The organisation will ensure that the information is presented in such a way as to be readily understood by each individual.

If the organisation requires the services (supervisory or otherwise) of other employees to assist a disabled person in the course either of their work or to expedite health and safety procedures, these employees will receive specific notice of the duties required of them and be trained accordingly. The disabled employee will be consulted about such arrangements.

As a matter of good practice, the organisation will ensure that the workforce generally is advised of any relevant health and safety issue that affects an individual disabled employee.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. RECORDS / ASSESSMENT FORMS

Personal Employee Evacuation Plan (PEEP) Risk Assessment

Section C05: Display Screen Equipment

1. SPECIFIC LEGISLATION

Health and Safety (Display Screen Equipment) Regulations (DSE) 1992

Management of Health & Safety at Work Regulations (MHSW) 1999

2. RELATED TOPICS

See also Risk Assessment, Manual Handling and Training.

3. POLICY

3.1. Definitions

Display Screen Equipment (DSE) – means ‘any alphanumeric or graphic display, regardless of the process involved’.

Use - means ‘use in connection with work’.

User - means ‘an employee who habitually uses DSE for a significant part of their work’.

Work station – means ‘an assembly’ comprising:

- DSE whether provided with software determining the interface between the equipment and its user, a keyboard or any other input device;
- any optional accessories to the DSE;
- any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the DSE; and
- the immediate work environment around the DSE.

3.2. General Statement

All reasonable steps will be taken by the organisation to secure the health and safety of employees who work with Display Screen Equipment (DSE). The organisation requires that **ALL** employees complete the assessment Appendix 1 in order to identify whether they should be categorised as ‘**Users**’ under the regulations. Where, at any time EMD UK employ ‘Home Workers’ (as defined under the regulations), such workers will also be required to complete the assessment.

3.3. Arrangements

The organisation acknowledges that health and safety hazards may arise from the use of DSE. It is the intention of the organisation to ensure that any risks are reduced to a minimum.

3.3.1. All Employees

Are to report any problems or ill health in connection with the use of DSE to the Chief Executive or nominated deputy.

Are to conduct self-assessments and complete the assessment form as required and return a copy to the Chief Executive or nominated deputy.

3.3.2. The Chief Executive or nominated deputy is to ensure that any concerns and/or health issues are investigated and resolved as soon as possible.

3.4. Information and Training

The organisation will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision also applies, where deemed necessary; to persons not in direct employment such as temporary employees and contractors.

Training and instruction will cover:

- Importance of achieving a comfortable position whilst working at the workstation.
- Adjustment of furniture to achieve a comfortable posture.
- Positioning of equipment to reduce glare.
- Cleaning of screen and equipment.
- Adjustment and use of controls.
- Breaks in work activity.
- Inspection of equipment for electrical faults (broken plugs, leads etc.).
- Use of the software including error messages and help screens.
- Reporting defects and DSE-related illnesses.
- Eyesight testing arrangements.
- How to carry out the self-assessment.
- Risks to health established by the workstation assessment.

3.5. Use of Display Screen Equipment

Job and job changes – Employees who work with or transfer to a job involving the use of DSE will, *on request*, be entitled to an eye and eyesight test. This entitlement also applies where use of DSE has become a significant part of the work for an employee not previously considered as a regular user.

Regular eye and eyesight tests – On request, employees are entitled to an initial eye and eyesight test. The cost will be borne by the organisation. Further regular eye and eyesight tests will be at intervals recommended by the person who carried out the previous test. All tests are specifically for users of DSE. Tests will be undertaken by a practitioner designated by the organisation.

Visual discomfort – Where an employee experiences visual difficulties and has reason to believe that such difficulties may be caused by work with DSE, the organisation will offer an eye and eyesight test.

Costs of testing – The costs of eye and eyesight tests will be met by the organisation provided that testing has been arranged through the organisation. Where an employee obtains a test independently and without the knowledge of the organisation, even if the test is specifically related to display screen use, the organisation shall not be responsible for the costs incurred.

Supply of glasses – Where glasses are found necessary, specifically for the use of DSE (as determined by the professional practitioner), the organisation will contribute to the current NHS prescription price towards the purchase. This can be used to obtain a standard frame and lenses, or can be put towards a more expensive model. Evidence of intended purchase must be produced. Where there is a change in an employee's visual defect and this results in a change to prescription requirements, the organisation will bear the cost of replacement subject to the procedures outlined above.

Care and replacement of glasses – The employee is personally responsible for the safekeeping of glasses. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety. Employees are expected to show the same degree of care for glasses as for any other item of organisation property. Anybody failing to observe this requirement may be subject to disciplinary procedures.

Rest breaks – The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, the organisation will seek to incorporate changes of activity into the working day. There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. Any employee who believes that his or her DSE workload does not permit adequate breaks should bring this to the attention of their manager. Users of DSE are encouraged, and will be expected, to take the opportunities for natural breaks.

Assessment of the workstation – DSE users will be required to complete a self-assessment which will assist the organisation in providing a comfortable and safe working environment.

3.6. Procedure for self-assessments

The self-assessment forms attached at Appendix 1 will be used for this task.

Once completed the forms should be given to the Chief Executive or nominated deputy who will assess any action to be taken.

Copies of the Information sheet on how to set up and work with VDUs Appendix 2 and a copy of the completed form are to be kept by the individual.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. RECORDS/ASSESSMENT FORMS

The Appendices have the following documents that apply to DSE:

Appendix 1 – User Identification Form Part 1

Appendix 2 – DSE Self-assessment Form

Appendix 3 – Risks and Risk Reduction - DSE Users Information Sheet

APPENDIX 1

DISPLAY SCREEN EQUIPMENT (DSE) – SELF-ASSESSMENT QUESTIONNAIRE

PART 1

Display Screen Equipment (DSE) – means ‘any alphanumeric or graphic display, regardless of the process involved.’

Use – means ‘use in connection with work’.

User – means ‘an employee who habitually uses DSE for a significant part of their work’.

Work station – means ‘an assembly’ comprising:

- VDU whether provided with software determining the interface between the equipment and its user, a key board or any other input devices;
- any optional accessories to the DSE e.g. mouse;
- any disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface or other item peripheral to the DSE; and
- the immediate work environment around the DSE.

DECIDING IF YOU ARE A ‘USER’

Item	Display Screen Equipment Assessment User Identification	No	Yes
1	Are you dependent on using DSE for completing the job? (For example a data-inputter cannot do their job without DSE)		
2	Can you vary between DSE and non-DSE work? (Do you have other alternatives than DSE to complete the job?)		
3	Do you require or have you had training in order to use a software package?		
4	Do you daily use DSE continuously for more than one hour at a time?		
5	Are you required to enter or retrieve information quickly as part of your work?		
6	Are you required to enter or use information accurately because work is error critical? (Accuracy will place an intensity and skill requirement which is characteristic of a ‘User’.)		
If the answer to three or more of the above is ‘Yes’ then you are classified as a ‘User of DSE’ and must complete the rest of the questionnaire. See Part 2 below.			

If you are **NOT** classified as a ‘User’ please sign here:

Employee signature:

Date:

APPENDIX 2

RISK ASSESSMENT CHECKLIST

Workstation location and number (if applicable):

Users Name*

Checklist completed by:

Assessment checked by:

Date of assessment:

Any further action needed? YES/NO

Follow-up action completed on:

*If you share a workstation each person must individually complete a form

This checklist is to be used as an aid to risk assessment and to help comply with the Schedule of the Health and Safety (Display Screen Equipment) Regulations.

Users


Work through the checklist, ticking either the 'yes' or 'no' column against each risk factor:


- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action.


Manager with Health & Safety Responsibilities


- Should record their decisions in the 'Action to take' column, and
- Should check later that actions have been taken and have resolved the problem.



Remember: The checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving 'users' health and safety training, and providing for breaks or changes of activity.

Risk Factors	Yes	No	Things to Consider	Action to Take
1. Display Screens				
Are the characters clear and readable? 			Make sure the screen is clear and cleaning materials are made available. Check that text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problems still exist, get the set-up checked, e.g. by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt?			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> • swivel/tilt is absent or unsatisfactory; • work is intensive; and/or • the user has problems getting the screen to a comfortable position. 	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	

Risk Factors	Yes	No	Things to Consider	Action to Take
2. Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position? 			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?			Training can be used to prevent: <ul style="list-style-type: none"> • hands bent up at wrist; • hitting the keys too hard; • overstretching the fingers. 	
Are the characters on the keys easily readable?			Keyboards should be kept clean, If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	
3. Mouse, Trackball etc.				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices like touch screens may be better for some tasks (but can be worse for others).	

Risk Factors	Yes	No	Things to Consider	Action to Take
<p>Is the device positioned close to the user?</p> 			<p>Most devices are best placed as close as possible, e.g. right beside the keyboard.</p> <p>Training may be needed to prevent arm overreaching; tell users not to leave their hand on the device when it is not being used; encourage a relaxed arm and straight wrist.</p>	
<p>Is there support for the device user's wrist and forearm?</p>			<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>	
<p>Does the device work smoothly at a speed that suits the user?</p>			<p>See if cleaning is required (e.g. of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>	
<p>Can the user easily adjust software settings for speed and accuracy of pointer?</p>			<p>Users may need training in how to adjust device settings.</p>	
4. Software				
<p>Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	

Risk Factors	Yes	No	Things to Consider	Action to Take
5. Furniture				
<p>Is the work surface large enough for all the necessary equipment, papers etc.?</p> 			<p>Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.</p>	
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>			<p>Rearrange equipment, papers etc. to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
<p>Are surfaces free from glare and reflection?</p>			<p>Consider mats or blotters to reduce reflections and glare.</p>	
<p>Is the chair suitable? Is the chair stable? Does the chair have a working:</p> <ul style="list-style-type: none"> • seat back height and tilt adjustment? • seat height adjustment? • swivel mechanism? • castors or glides? 			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	

Risk Factors	Yes	No	Things to Consider	Action to Take
<p>Is the chair adjusted correctly?</p> 			<p>The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
<p>Is the small of the back supported by the chair's backrest?</p>			<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>	
<p>Are forearms horizontal and eyes at roughly the same height as the top of the VDU?</p>			<p>Adjust the chair height to get the user's arms in the right position, and then adjust the VDU height, if necessary.</p>	
<p>Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?</p>			<p>If not, a foot rest may be needed.</p>	
6. Environment				
<p>Is there enough room to change position and vary movement?</p>			<p>Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions.</p> <p>Cables should be tidy and not a trip or snag hazard.</p>	
<p>Is the lighting suitable, e.g. not too bright or too dim to work comfortably?</p> 			<p>Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	

Risk Factors	Yes	No	Things to Consider	Action to Take
Does the air feel comfortable?			VDUs and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing	
7. Final questionnaire to users				Yes/No
<p>Has the checklist covered all the problems you may have working with computers?</p> <ul style="list-style-type: none"> • Have you experienced any discomfort or other symptoms which you attribute to working with the computer? • Do you know you are entitled to free eye and eyesight testing on request? • Do you get or take regular breaks working away from VDUs? (Answering the phone, talking to colleagues, filing etc.). • Are there any other hazards or risks in the working environment that you feel are a risk? <p>Any Further Comments:</p>				

MANAGEMENT ACTION PLAN

Write the details of any problems here:

	Problem	Action by and date for completion	Date Completed

APPENDIX 3

INFORMATION FOR COMPUTER WORKSTATION USERS (DISPLAY SCREEN EQUIPMENT)

These information sheets are to be retained by the user.

Computers are often blamed for health problems, but in most cases these problems arise because of the way they are used rather than the equipment itself. This leaflet gives you information to help you prevent problems which can arise, for example:

- Temporary eyestrain (but not eye damage) and headaches.
- Fatigue and stress.
- Upper limb disorders (pains in the neck, arms, elbows, wrists, hands and fingers.
- Low back pain.

You need to satisfy yourself that you have done what you can to prevent problems.

Preventing eyestrain and headaches

You should change your activity once every hour, for at least five minutes if continuously using your computer, so that you can change your focusing length, i.e. answer phone, filing, etc.

Adjust the brightness and contrast on your screen if you find the brightness strains your eyes. Be aware if the characters on the screen are not easy to read or there is flicker and movement on the screen, if there is a problem contact your software support team for help.

Your screen should be free from glare or reflections from light or a window, if it is a problem to you, it may be necessary to move your screen. You should also try not to position your computer in front of a window, so that light from outside is bright behind the screen. Ideally the screen should be at right angles to the windows or main lighting.

If you have problems with your eyes or headaches bring it to the attention of your manager.

Preventing fatigue and stress

You should break up long spells of work (more than one hour continuously) at your computer so that you do not get tired. Ideally, get up at least once every hour and walk across the room to do something. It is important to stretch, blink and change position regularly. Breaks should be taken before users are tired, rather than to recover; short breaks are better than longer infrequent ones.

You should feel confident to use the computer programmes necessary to carry out your work. If you need further training you should discuss this with your manager.

Preventing upper limb disorders and back problems

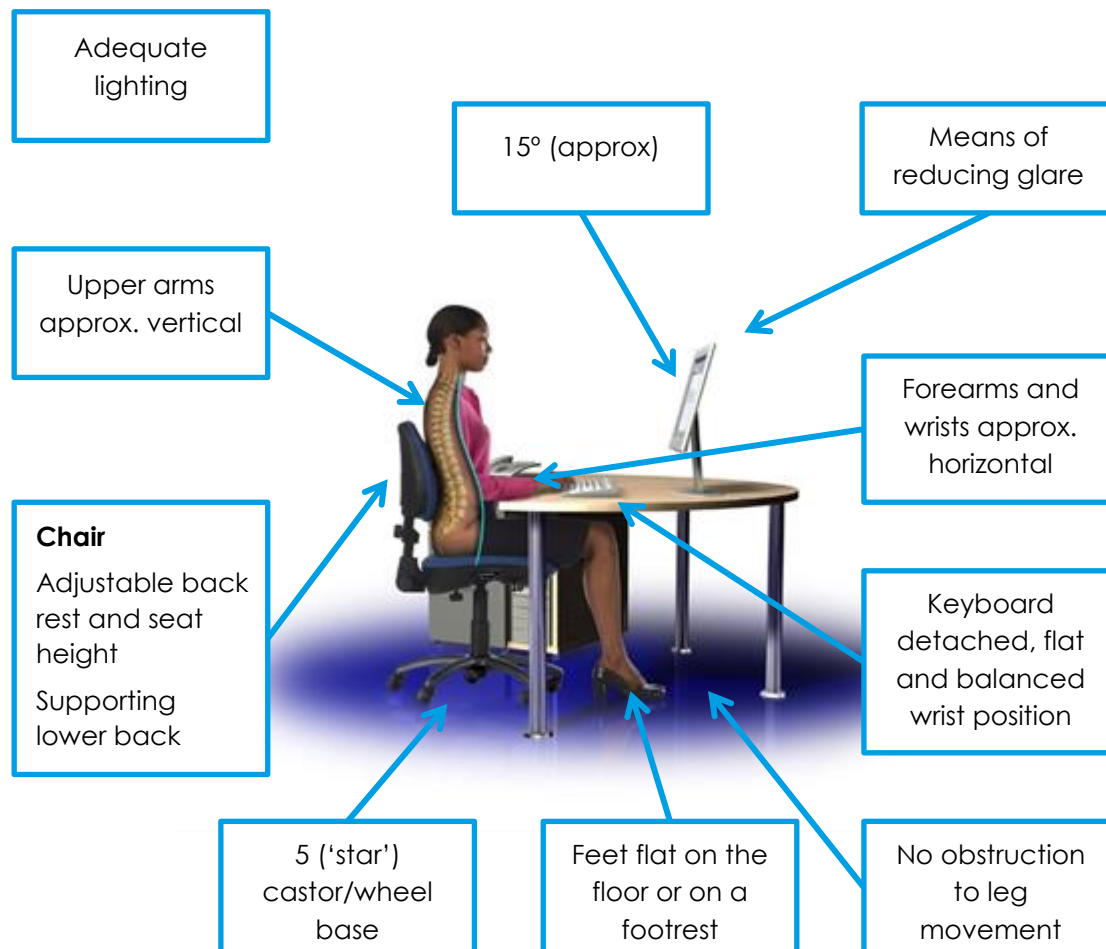
The diagram below shows the ideal seating position to prevent problems occurring. You should aim to get as close to this position as you can, with the equipment you have. The main points are:

1. Your lower arms and hands should be roughly horizontal with the middle set of keys on the keyboard. If your hands are bent up or down when you type you run the risk of getting pains in your fingers, hands and wrists. You may need to adjust the height of your chair to achieve this.
2. Your upper arms should be roughly vertical and by your sides when typing, your shoulders should be relaxed and your chin tucked in, this will prevent aches and pains in your upper back, neck, shoulders and upper arms.
3. If you use a mouse, ensure that your arm is relaxed with support under the base of your hand, preferably with your arm in a neutral position by your side.
4. When you have adjusted your chair for your arms to be horizontal, your feet should be able to be flat on the floor, with roughly a 90° angle at the knee. If you sit on a high chair as in a laboratory you should be able to rest your feet on the leg support. If you cannot rest your feet on the floor comfortably, a footstool may be necessary. You should not store things under your desk which restrict your leg movement.
5. If you spend long periods at your computer you should have a chair which swivels on castors to allow freedom of movement.
6. If you spend a substantial part of your day sitting, then your chair should give you adequate support for your lower back.
7. If you have arms on your chair which prevent you getting close enough to your keyboard when your back is supported, this can cause upper back, neck, shoulder and upper arm problems. The arms of the chair may need to be removed.
8. You need space on your desk in front of your keyboard to be able to rest your hands when not typing. You should have sufficient space on your desk to be able to work. If this is a problem you should try to find space for items elsewhere.
9. Find out if your keyboard can tilt forward or your screen can tilt slightly upward; as this can be helpful.
10. You should be able to have your screen in front of you so that neck is in a neutral position. If it appears too close, try moving it back or, if there is no room, try bringing your desk forward to push the screen back.
11. Depending on how you work, you should have a document holder that positions your work at the same height as your monitor. This can prevent neck problems.

12. Try to break up long spells of work at your computer (e.g. one hour continuously) by changing your activity, e.g. filing, answering the telephone, etc. so that your muscles can relax in a different posture.

13. **You should be able to reach your printer easily without too much bending or twisting.**

The diagram below shows how a work station should be laid out:



Section C06: Electrical Equipment at Work

1. SPECIFIC LEGISLATION

Electricity at Work Regulations (EAW) 1989

Provision and Use of Work Equipment Regulations (PUWER) 1998

Institute of Electrical Engineers (IIE) Wiring Regulations

2. RELATED POLICIES

See also Risk Assessment, Provision and Use of Work Equipment, Control of Contractors and Visitors.

3. POLICY

3.1. General Statement

The organisation acknowledges that working with electrical equipment can be hazardous and it is therefore the organisation's intention is to reduce the risks as far as is reasonably possible. The main hazards of working with electricity are:

- electric shock and burns from contact with live parts.
- injury from exposure to arcing, fire from faulty electrical equipment or installations.
- explosion caused by unsuitable electrical apparatus or static electricity igniting flammable vapours or dusts.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

3.2. Arrangements

3.2.1. General

In order to reduce the risks associated with the use of electricity at work, the organisation will ensure:

- That electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations.
- That fixed installations are maintained in a safe condition by carrying out routine safety testing.
- That a safe system of work for maintenance, inspection or testing are promoted and implemented. That detailed records of such are maintained and kept for a minimum of three years.
- That portable and transportable equipment is inspected and tested frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage).
- That safety information is exchanged with contractors ensuring that they are fully aware of (and prepared to abide by) the organisation's health and safety arrangements.

- That the use of electrical equipment is used only in areas safe for the use. If required to be used in high-risk areas (e.g. damp or flammable) that equipment specifically designed for that purpose will be provided.

3.2.2. User Checks - Visual Inspection

Around 95% of faults or damage can be found just by looking. It is essential therefore that all employees:

Visually inspect both the cable and plug (before connecting or after disconnecting it) by the user to identify any signs of:

- Damage to the cable covering e.g. cuts, abrasion (apart from light scuffing);
- Damage to the plug e.g. the casing is cracked or the pins are bent;
- Non-standard joints including taped joints in the cable;
- The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. Look to see if the coloured insulation of the internal wires is showing;
- Equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty workplace;
- Loose parts or screws; and
- Overheating (burn marks or staining).

3.2.3. Formal Inspection

In addition to 'user checks' a formal inspection will take place usually annually which will include removal of the *plug* cover (if appropriate for type of plug*). Formal inspections will also apply to extension leads and their plugs and sockets. Formal inspection includes checking that:

- A proper fuse is being used;
- The cord grip is holding the *outer* part (sheath) of the cable tightly;
- The wires, including the earth where fitted, are attached to the correct terminals - Appendix 1;
- No bare wire is visible other than at the terminals;
- The terminal screws are tight; and
- There is no sign of internal damage, overheating or entry of liquid, dust or dirt.

* This does not apply to moulded plugs where only the fuse can be checked.

3.2.4. Portable Appliance Testing (PAT)

A portable appliance test will be carried as per our risk assessment and using the advice provided within guidance: HSE INDG 236 (rev2) 04/12 Maintaining Portable Electrical Equipment in low risk environments.

3.2.5. Reporting Faults and Repairs

Employees must not attempt to repair faulty equipment unless authorised and competent to do so.

Report faulty electricity or damaged equipment immediately to senior management.

Equipment found to be faulty must not be used and must be removed and labelled or appropriately disposed of. Labelling will indicate that item is faulty and should not be used.

A suitably qualified person will be used to repair electrical equipment

3.2.6. Risk Assessment

Risk Assessments will be undertaken.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

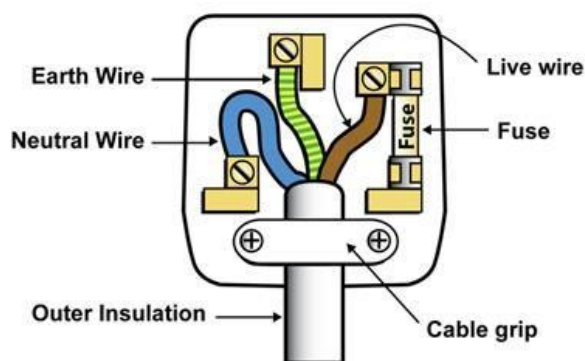
5. RECORDS/ASSESSMENT FORMS

Appendix 1 – Correctly wired plug diagram

Appendix 2 – Information on Earthed and double insulated equipment

Appendix 3 – PAT Guidance table

APPENDIX 1



APPENDIX 2

Earthed equipment and double insulated equipment

When deciding whether to test electrical equipment, you need to consider the type of construction of the equipment in use. There are two basic types of electrical equipment construction – Class I (earthed) and Class II (double insulated).

Earthed equipment


For safety reasons, Class I equipment has an earth connection. If there is a fault within the equipment there is a possibility that the outside of the equipment could cause an electric

shock if the earth connection is not there. As a result, it is recommended that Class I equipment has a portable appliance test to ensure the earth connection is sound.

Double insulated equipment

Class II equipment is sometimes referred to as 'double insulated' equipment. This means that there is extra insulation within the construction of the equipment to prevent accidental contact with live parts, even if there is a fault.

Class II equipment does not need an earth connection to maintain safety. It will not need a portable appliance test, although you should ensure that user checks and visual inspections are carried out as the integrity of the equipment casing is a key safety feature.



Class II equipment is marked with a . If you cannot see this symbol, you should assume that the item is a Class I appliance and carry out a portable appliance test.

Source: HSE INDG 236 (rev2) 04/12 Maintaining Portable Electrical Equipment in low risk environments

APPENDIX 3

Guidance taken from: HSE INDG 236 (rev2) 04/12 Maintaining Portable Electrical Equipment in low risk environments

Suggested Inspection Regime

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 20 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
Information technology: e.g. desktop computers, VDU screens	No	Yes, 2 – 4 years	No if double insulated- otherwise up to five years
Photocopiers, fax machines: NOT hand-held. Rarely moved	No	Yes, 2 – 4 years	No if double insulated; otherwise up to five years
Double insulated equipment  Class II: NOT hand-held. Moved occasionally, e.g. fans, table lamps, slide projectors	No	Yes, 2 – 4 years	No
Double insulated equipment  Class II: HAND-HELD e.g. some floor cleaners	Yes	Yes, six months to one year	No

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Earthed equipment (Class 1): e.g. electric kettles, some floor cleaners	Yes		No
Cables (leads) and plugs connected to the above and mains voltage extension leads and battery charging equipment	Yes	Yes, six months – four years depending on type of equipment connected to	Yes, 1 – 5 years depending on type of equipment connected to

NB. Inspection should also be undertaken after any repair, modification or similar work to the equipment, when its integrity needs to be established.

Section C07: Fire Safety

1. SPECIFIC LEGISLATION

Regulatory Reform Fire Safety Order (RRFSO) 2005

2. RELATED TOPICS

See also COSHH, Electricity at Work.

3. POLICY

3.1. General Statement

All steps shall be taken, as far as is reasonably practicable, by EMD UK management to prevent the probability of an outbreak of fire. The management acknowledges that despite these measures it cannot be assumed that a fire will never break out. Systems are in place to deal with a fire should one start and monitoring of these systems i.e. fire evacuation drills, inspections of the means of escape and maintenance of fire warning systems and fire-fighting equipment will take place regularly to ensure that they remain adequate.

3.2. ARRANGEMENTS

3.2.1. Responsible Person

As with wider health and safety issues, the overall responsibility for fire safety rests with the senior management. The Chief Executive is deemed the Responsible Person who has responsibility for the implementation and operation of the fire safety arrangements. These responsibilities include: the provision and maintenance of the fire alarm and emergency systems, provision of fire extinguishers and appointment of competent engineers to undertake installations and routine service requirements.

The Responsible Person will ensure that fire risk assessments are undertaken and that other required roles in fire management safety are fulfilled. Responsibilities may be delegated however 'accountability' will always remain with the Responsible Person.

3.2.2. Fire Marshals (Senior Management)

A Fire Marshal will effectively have two roles: a day-to-day role and one for when the fire alarm sounds.

Day-to-day role:

1. To keep an eye on the general fire safety of the area, building or floor that the Marshal has been allocated.
2. Keep an eye on corridors and walkways to ensure combustible materials are not stored in such locations.
3. Monitor escape routes to see they are kept free of obstructions.

4. Check that fire doors are not tied, propped or wedged open where they should not be.
5. To check that final exit doors are not obstructed.
6. To check that extinguishers are where they should be and no obvious misuse or defect has occurred.
7. During scheduled fire alarm tests over a period of weeks or months, check that the alarm can be heard in all rooms and all parts of their allocated area.
8. Assist with the creation of personal emergency evacuation plans (PEEPs) if required.
9. Assist with fire risk assessments (FRA) if required.

Role when the fire alarm sounds:

1. Sweep through their allocated area, turning off equipment and closing doors/windows in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest fire escape route. The Fire Marshal should normally be the last person off their floor.
2. Checking all accessible rooms including toilets and offices to make sure people are beginning their evacuation.
3. Reporting to the person in charge of the evacuation at the assembly area or just outside the building, to advise their area is clear (or to report anyone who can't or won't leave the building).
4. To assist the officer in charge with people control, verbally encouraging people towards the assembly area.
5. To take part in any post-alarm de-briefing so as to identify if there were any shortcomings in the evacuation procedures.

3.2.3. Staff

All employees:

- Shall be given suitable instruction in basic fire prevention measures.
- Any staff involved in processes or activities that give rise to special fire hazards shall be given appropriate training in the avoidance of fire.
- Staff should report any concerns they have about fire hazards, etc. to the Chief Executive or nominated deputy so that the organisation can take the appropriate measures to eliminate any problems.
- All staff are empowered to take the appropriate action if they believe there is a fire; no authority should be sought from any other person.
- The organisation will always support staff who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

- The organisation does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so and training has been undertaken.
- Guidance on the circumstances under which fire-fighting should be avoided or discontinued will be included in staff fire safety training.

4. **FIRE RISK ASSESSMENT**

Suitable and sufficient fire risk assessments will be conducted by competent persons.

Fire Risk Assessments will be reviewed at least annually or when any other changes occur which would deem an earlier review.

5. **TRAINING**

Specific training will be provided by competent persons for the following groups of people:

1. **Fire Marshals.**
2. **New starters – induction.**

All employees will receive fire awareness training annually. Records of all fire related training will be maintained by the Chief Executive or nominated deputy.

6. **FIRE EVACUATION**

An action notice will be placed by each exit door and areas which visitors use. This notice includes:

- Action on discovering a fire.
- Warning indication if there is a fire.
- Calling the fire brigade.
- Evacuation of the premises including those particularly at risk.
- Identification of key escape routes.
- Places of assembly and roll call.

7. **EMERGENCY INFORMATION**

A summary sheet detailing emergency contact information is displayed by the main entrance door. This information includes:

- Emergency contact telephone numbers for senior management
- Names of all Fire Marshals
- Contact details for local police and fire department.

8. **APPOINTMENT OF FIRE MARSHALS**

An appropriate number of Fire Marshals have been appointed to oversee the implementation of the fire safety strategies of Exercise Movement and Dance Partnership (EMD UK).

9. FIRE PREVENTION

In order to minimise the risk of outbreak of fire, the three most important measures are to:

- Ensure that there is adequate security to prevent the risk of arson.
- Regularly inspect, test and maintain all electrical installations and electrical appliances.
- Prevent build-up of combustible materials by ensuring good housekeeping practices are maintained.

10. FIRE EXTINGUISHERS

The Responsible Person will appoint a competent organisation to undertake annual fire extinguisher servicing.

Fire Marshals have a monitoring role to ensure that the servicing is taking place as required and to report any defective units identified during the monthly inspections via the reporting procedure.

11. FIRE SAFETY MANAGEMENT PROCEDURES

Fire Safety Management Procedures contain the instructions for the routine fire inspections along with the procedures to follow for fire drills, emergency evacuations and security alerts.

These procedures will be reviewed and modified as issues arise, protection systems change and as the risk assessment require. As a minimum they shall be reviewed following fire drills.

In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire.

Immediate evacuation of the building must take place as soon as the evacuate signal is given.

Staff will be familiar with the procedure through the staging of regular fire evacuation drills.

All occupants, on evacuation, should report to the pre-determined assembly point.

Silencing of the fire alarm system should never be taken as it is an indication that it is safe to re-enter the building.

Feedback will be provided by Fire Marshals to the management so that issues which arise are communicated and appropriate actions implemented.

12. RECORD KEEPING

Records will be maintained on site with a back-up copy held off-site. Records of the following will be kept:

- Fire Drills – one Drill per annum (minimum).
- Fire training of staff and nominated Fire Marshals – refresher training bi-annually.

- Maintenance of fire extinguishers – annually.
- Testing of fire alarms on rotation – weekly.
- Maintenance of alarm systems – six monthly.

Records will be kept for a minimum of three years.

13. **COMMUNICATION AND IMPLEMENTATION**

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

14. **RECORDS/ASSESSMENT FORMS**

Fire Risk Assessment

Training Certificates

Training Log

Fire Alarm Tests

Fire Extinguisher Maintenance

Evaluation of Fire Evacuation Drills

Section C08: First Aid at Work

1. SPECIFIC LEGISLATION

Health and Safety (First Aid) Regulations (FAR) 1981

2. RELATED TOPICS

See also Accident Reporting.

3. POLICY

3.1. Definitions

First Aider – A person who holds a current certificate of competence in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW).

First Aid Appointed Person – In circumstances where a First Aider is assessed as not being required, or in cases where a First Aider is absent due to unforeseen or exceptional circumstances, a person(s) must be appointed to take charge of 'first aid arrangements' such as calling the emergency services and stocking the first aid box.

3.2. General Statement

The organisation is committed to providing sufficient numbers of staff trained as First Aiders and First Aid Appointed Persons in order to deal with any accidents or injuries occurring at work should these arise. To this end, the organisation will provide appropriate training to ensure that statutory requirements and the needs of employees at work are met. The organisation will ensure that information on first aid arrangements will be provided to all employees.

3.3. Arrangements

Should employees have concerns about the provision of first aid within the organisation, they should inform the Chief Executive. The matter will be investigated and if required the situation will be rectified.

3.3.1. Chief Executive or nominated deputy

Ensure all employees are informed of arrangements which have been made for first aid, including the location of equipment, facilities and appointed personnel.

Ensure that there are suitable and sufficient first aid personnel as identified by the risk assessment and that these employees receive adequate training as required by legislation.

Ensure that employees who are required to drive for work are provided with suitably stocked travel first aid kits.

3.3.2. First Aiders and First-Aid Appointed Persons

Where appropriate 'First aid personnel' should be employees who have volunteered for the role. Appropriate training will be provided dependent on the first aid requirement identified by the risk assessment. Trained personnel will only undertake first aid duties for which they have been trained e.g. the role of appointed person include looking after the first aid equipment and facilities and calling the emergency services when required. Where a first-aider is absent (only if due to unforeseen circumstances, annual leave does not count) then they can also provide emergency cover, if within their role and competence.

3.3.3. Employees

All employees will be informed about the organisation first aid arrangements, including the location of equipment, facilities and appointed personnel. Employees must ensure that they familiarise themselves fully with these arrangements.

3.3.4. First aid box

A first aid box is provided which provides adequate supplies for the nature of the hazards likely to be incurred within the organisation workplace. All boxes will contain at least the minimum supplies - see Appendix I.

The location of first aid boxes, the first aiders and the name of the person responsible for their upkeep will be clearly indicated on notice boards throughout the workplace.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. RECORDS/ASSESSMENT FORMS

Appendix 1 – Guidance on minimum First Aid Box requirements

Appendix 2 – First Aid Risk Assessment Form including guidance for completion

Appendix 3 – Guidance on the Provision of First Aid Personnel in the Workplace

APPENDIX 1

Items for inclusion in first aid boxes – where there are **no** specific risk areas. (Quantities shown are the recommended minimum.)

Requirement	Quantity (First Aid Kits)	Quantity (Travelling First Aid Kits)
General guidance leaflet on first aid	1	1
Individually wrapped sterile adhesive dressings (Assorted Sizes)	20	6
Sterile eye pads, with attachment	2	not required
Individually wrapped triangular bandages (preferably sterile)	4	2
Safety pins	6	2
Medium sized, individually wrapped, sterile unmedicated wound dressings	6	not required
Large Sterile, Individually wrapped, unmedicated wound dressings (Approx. 18cmx18cm)	2	1
Disposable (NON LATEX) gloves	1 pair	1 pair
Individually wrapped moist cleaning wipes	not required	minimum of 6

Notes:

It is recommended that tablets or medicines are not kept in the first aid box

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) should be provided in sealed disposable containers. Once opened these **MUST NOT** be re-used.

Special antidotes and equipment for specific hazards may be included in or near First aid boxes but only where the First Aiders have been specifically trained in their use.

APPENDIX 2

Guidance on completing an assessment of first aid needs.

Matters to be considered	Comments
1. Type of work being carried out	<p>Of particular importance are the hazards and risks associated with the work.</p> <p>Where the hazards and risks are small, trained first aiders may not be needed.</p> <p>Where there are large a number of first aiders a first aid room may be required.</p> <p>If there are substantially different risks within an office then separate assessments must be made to ensure adequate first aid cover.</p>
2. Accident history	Any incidents that have required specialist needs should be considered i.e. eye washes for specific chemicals and appropriate first aid facilities and trained staff provided.
3. The number of employees	Large numbers in concentrated areas means an increase in first aid provision (see Appendix 3 for details).
4. Remoteness of the premises or personnel	<p>Where the premises or employee are remote from the nearest emergency help, transport arrangements may need to be previously arranged.</p> <p>The emergency services should be notified of the premises and of the particular hazard.</p>
5. Peripatetic workers	Workers who spend most of their time away from the main site may require their own first aid kits. If they work alone, mobile phones may be useful and the provision of training is important.
6. Workforce distribution	Consideration as to how many workers there are and where and the risks to them. If the site is spread out and in multiple floors of a building then more first aid cover is required.
7. Workers at increased risk	This would include, for example, inexperienced workers, those with disabilities and possibly pregnant workers. Hence consideration should be given to their specific needs.
8. Multi-occupied sites	<p>Where contractors are working on site it would be preferable that the contractors make their own arrangements for first aid requirements, especially if there is any specialist needs.</p> <p>A written agreement must be put in place for all first aid needs with all employers involved if the organisation is to provide any first aid needs.</p> <p>For 'every day' first aid needs what is in place should be sufficient for any contractor visiting on a daily basis.</p>
9. Absence of first aid personnel	Adequate cover (a minimum of one nominated person) should be in place at all times (including arrangements for working outside of 'normal office hours', holidays and in the event of sickness). See Appendix 3.

Matters to be considered	Comments
10. First aid provision for members of the public	The First Aid Regulations make NO obligations to employers in regard to members of the public. There is no need to make arrangement for the public, but provision is made for visiting employees from other companies.

ASSESSMENT OF FIRST AID NEEDS

Site:		
Area Assessed		Ref No
Summary of work activities		
Issues for Consideration	Comments	
Main Hazards and Risks in work area(s)		
Site accident/incident history (types of injuries)		
Number of Employees		
Distance to Ambulance Station/ local A&E		
Peripatetic Workers?		
Distribution of workforce (describe)		
Workers at increased risk(s)		
Multi-occupied site?		
Are arrangements in place to cover any possible absence of first aiders and appointed persons?		
Is first aid provision needed for visitors?		
Summary		
	Number Yes/No	Locations
First aid boxes needed?		
First aiders needed?		
Appointed persons needed?		
Numbers of signs Needed		
Any special needs?		

Assessor:

Name..... Title..... Date..... Review.....

APPENDIX 3

Guidance on the provision of first aiders and appointed persons

Category of risk	Numbers employed at each location	Suggested number of first aid personnel
LOW HAZARD e.g. shops, offices, libraries	Fewer than 25 25-50 more than 50	At least one appointed person At least one first aider trained in EFAW One additional first aider trained in FAW for every 100 employed (or part thereof)
HIGHER HAZARD e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5 5-50 More than 50	At least one appointed person At least one first aider trained in EFAW or FAW depending on injuries which might occur At least one first aider trained in FAW for every 100 employed (or part thereof)
Note: Adequate provision for first-aid should be available at all times when people are at work.		

Section C09: Hazardous Substances

1. SPECIFIC LEGISLATION

Control of Substances Hazardous to Health Regulations (COSHH) 2002 and Amendments
L8 ACOP (1995) the Prevention or Control of Legionellosis

2. RELATED TOPICS

See also Fire Risk Assessment, Cleaning and Hygiene.

3. POLICY

3.1. Definitions

Hazardous Substances – Any substance, chemical or biological, which can cause harm and which is classified under COSHH Regulations. Hazardous substances can cause ill-health, and can:

- be used directly at work e.g. inks, paints or cleaning materials.
- arise from the work e.g. dusts, fumes and waste products.
- occur naturally e.g. legionella bacteria, fungal spores.

3.2. General Statement

The organisation acknowledges that no substance can be considered completely safe. Where a hazardous substance (man-made or natural) has been identified all reasonable steps will be taken to ensure that exposure is prevented or controlled to within statutory limits.

3.3. Arrangements

The organisation will take all reasonable steps to secure the health and safety of employees and other persons affected by their work activities that are exposed to or work with hazardous substances.

In particular, arrangements will be made to:

- identify hazardous substances used in the workplace or which arise directly or indirectly out of work activities
- ensure that all operations which involve, or may involve, exposure to substances hazardous to health are assessed and appropriate control measures introduced where elimination or substitution of the substance is not possible
- ensure that identified control measures are properly maintained and monitored to ensure their continued effectiveness
- inform all employees and others who may work in affected areas of the safe operation of all engineering controls
- ensure that personal protective equipment (PPE) is normally only used as a last resort and that the appropriate assessment indicates why control cannot be achieved by other means

- assess the type and use of PPE and arrange for appropriate maintenance in accordance with manufacturer's instructions
- provide appropriate health surveillance where the need has been identified during the assessment process
- ensure that where health surveillance is carried out, appropriate health records are made, maintained and kept for a minimum of 40 years
- arrange for employees to be provided with information and training regarding the safe use of any hazardous substances they may be required to work with
- notify employees of the results of any monitoring or health surveillance carried out.

3.4. Control of Legionella

The organisation is committed to providing a safe and healthy environment, and this extends to the design, management and maintenance of the air conditioning units and other systems which might be affected by Legionella bacteria.

Relevant water systems shall be assessed and evaluated by a competent contractor to identify level of risk to staff, visitors and others.

Water systems shall be assessed, maintained and checked to ensure that the system is microbiologically clean and action taken to implement guidelines for microbiological safety.

Drinking water supplies shall be maintained in a good, clean and reliable condition, and as appropriate, labelled.

Records shall be kept of the actions taken to ensure and maintain safety in water systems.

3.5. Contractors

The organisation is to ensure that all contractors who use substances hazardous to health on their premises have supplied adequate COSHH risk assessments.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. RECORDS/ASSESSMENT FORMS

Risk Assessment Form

Section C10: Information, Instruction, Training and Supervision

1. SPECIFIC LEGISLATION

Health and Safety at Work Act (HSAWA) 1974

Management of Health and Safety at Work Regulations (MHSWR) 1999

Control of Substances Hazardous to Health Regulations (COSHH) 1999

Electricity at Work Regulations (EAW) 1989

Health and Safety (Display Screen Equipment) Regulations (DSE) 1992

Health and Safety (Consultation with Employees) Regulations 1996

Regulatory Reform (Fire Safety) Order (RRFSO) 2005

Working at Height Regulations (WAH) 2005

Health and Safety (Training for Employment) Regulations 1990

2. RELATED TOPICS

All sections of this Policy and Procedures.

3. POLICY

3.1. Definitions

The terms '*information, instruction, supervision and training*' are not specifically defined in health and safety legislation, although they are mentioned extensively. However the following commonly held definitions used in the health and safety context should help to understand the differences between the terms:

Information – is the provision of facts, usually one way (i.e. without the opportunity for discussion or clarification) and often by non-verbal means such as signs, posters, written procedures.

Instruction – is the provision of teaching about subjects relating to the work, often by verbal means but occasionally by printed or computerised 'distance learning' materials and often with some degree of supervision.

Supervision – is the act of overseeing another person's work or activities.

Training – can be considered as a systematic form of instruction where it is a continuing programme of planning and implementation of means of improving the workers' knowledge, skills, perception, and attitude relating to their work with a view to developing their abilities to carry out their current and potential future tasks safely, effectively and efficiently.

3.2. General Statement

There are specific legal requirements contained within HSWA s. 2(2)(c) in which it states that the employer has a duty to provide '*such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees*'. The organisation recognises that Information, Instruction, Training and Supervision (IITS) is an essential element in providing safe systems of work and by undertaking such duties will fulfil its duties under the duty of care Section 2 of the HSWA. The organisation undertakes to provide suitable and sufficient IITS to all of its employees in their relevant work activities, processes and procedures in place in the workplace, including specific health and safety arrangements in order to ensure the health, safety and welfare of its employees and others.

3.3. Arrangements

The organisation will ensure all employees receive adequate IITS to ensure competence in the work they do for the organisation. Specifically they shall ensure the following:

3.3.1. Information

Staff will be given adequate information to conduct their daily tasks safely.

A current and fully completed Health and Safety Law poster will be displayed for all employees to see.

An in-date copy of the Organisation's Employers Liability Insurance will be displayed.

3.3.2. Instruction

All managers will ensure that adequate instruction on the work tasks required of staff within the area of their control is provided.

3.3.3. Supervision

All managers will provide adequate levels of supervision based on the skills knowledge and experience of the staff member involved in the task. The greater the inexperience of a job or task, the greater the instruction and supervision levels are required by management.

3.3.4. Training

Specific Health and Safety Training will be conducted as follows: Health and Safety Induction and Awareness Training. All new employees will receive induction training as soon as possible after they begin employment with the organisation. This training will cover:

- The organisation's Health and Safety Policy - each new member of staff will have access to the Policy Statement.
- Employees' duties under Health and Safety law, e.g. how to report health and safety problems.
- Identification of individuals with specific health and safety functions, e.g. First

- Aiders, Fire Wardens.
- First aid arrangements
- Fire safety and emergency evacuation procedures.
- During the induction of new employees (including temporary and agency workers) relevant health and safety information will be provided
- Specific training needs will be identified for employees and training arranged in line with these requirements.

Display Screen Equipment – Self-assessments will be undertaken by each member of staff who uses a workstation. Appropriate IITS will be provided to enable people using workstations to undertake their activities safely. (See DSE Policy)

Fire Training – Appropriate IITS will be provided to ensure that all employees are fully aware of their roles and responsibilities towards fire safety. (See Fire Safety Policy)

Competent Persons – Competence is a combination of training, knowledge, experience and skill. The organisation will ensure that all employees are competent to carry out their work without risk to their health or safety. Where employees are required to undertake specific health and safety roles, specific IITS as required will be provided.

Refresher Training – Training needs will be reviewed annually at the time of the annual appraisal and following any changes in work practice, changes in an individual's capability or changes in technology etc.

The Chief Executive or nominated deputy is responsible for arranging and recording training within the organisation.

4. **COMMUNICATION AND IMPLEMENTATION**

The organisation will issues posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. **RECORDS/ASSESSMENT FORMS**

Training Record Form

Risk Assessments

Section C11: Lone Working and Personal Safety

1. SPECIFIC LEGISLATION

Health and Safety at Work Act (HSWA) 1974

Management of Health and Safety at Work Regulations (MHSWR) 1999

Health and Safety (First Aid) Regulations (FAR) 1981

2. RELATED POLICIES

See also *Risk Assessment*, *Accident Reporting*, *First Aid* and *Working from Home*.

3. POLICY

3.1. Definitions

Lone Worker: HSE definition of a Lone Worker is: 'one who works by themselves without close or direct supervision'. Examples might include when:

- staff are travelling to sites for meetings etc.;
- staff are working on location;
- staff member working early or late in the building or in remote location on their own;
- any contractor working on the premises out of hours or in remote locations.

Personal Safety: is an individual's freedom from risk, danger or harm caused by the behaviour of others'.

Violence at work: the HSE definition of Violence is: 'any incident in which a person is abused, threatened or assaulted in circumstances relation to their work'.

3.2. General Statement

The organisation will ensure, so far as is reasonably practicable, that all employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Solitary working exposes employees and others to certain hazards. The employer's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

3.3. Arrangements

3.3.1. Responsibilities of Managers

The Management will ensure that all employees (including themselves) who are considered as lone workers (using the definition above), are conversant with the Lone Worker and Personal Safety Risk Assessment.

3.3.2. Risk Assessment

A Risk Assessment will be undertaken specifically relating to lone working; however there will be certain work which will require a dynamic risk assessment to be undertaken whilst on the job. Such assessments should be recorded and reviewed for effectiveness at the earliest possible opportunity. Particular consideration should be given to:

- The remoteness or isolation of workplaces.
- The possibility of interference, such as violence or criminal activity from other persons.
- The nature of injury or damage to health and anticipated 'worst case' scenario.
- Individual capabilities e.g. training, qualifications and experience, medical fitness.
- Equipment –provision of personal protective equipment, quality of equipment used.
- Communication - telephone, remote manual/automatic alarm system.
- First aid provision.
- Emergency procedures – summoning help, raising an alarm, fire-fighting equipment.
- Supervision – particularly important for trainees, young people and new employees.

3.3.3. First Aid

The Health and Safety (First Aid) Regulations 1981 place a general responsibility on employers to provide appropriate first aid facilities. If a lone worker sustains a minor injury, he or she may be able to use a first aid box or phone for help. However, a more serious injury may mean that the worker cannot do this. Therefore, where more serious injuries are identified via risk assessment as foreseeable, suitable alternative arrangements will be made.

3.3.4. Information and Training

Staff and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures which include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.

3.3.5. Defined Working Limits

Clear procedures will set the limits of what can and cannot be done whilst working alone.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies and procedures and any updates.

5. RECORDS/ASSESSMENT FORMS

Risk Assessment form

Written Instructions as necessary

Section C12: Manual Handling

1. SPECIFIC LEGISLATION

The Manual Handling Operations Regulations (MHO) 1992

2. RELATED POLICIES

See also *Risk Assessment*, *DSE*, *New and Expectant Mothers* and *Working at Height*.

3. POLICY

3.1. Definitions

Manual Handling Operation/Task – is defined by the Manual Handling Operations Regulations 1992 as 'any transporting of a load (including lifting, putting down, pushing, pulling or carrying or moving thereof) by hand or by body force'.

3.2. General Statement

Statistics show that manual handling is one of the most common causes of injury leading to absence from the workplace. It has also been identified that back injuries are the most common and that such injuries can lead to long term even permanent absence from work. Injuries caused by poor manual handling (musculoskeletal) also affect the person's ability to live their life outside work to the full therefore this policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

3.3. Arrangements

3.3.1. Elimination of hazardous manual handling activities

The organisation will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision where possible of automated or mechanical aids.

Where manual handling activity cannot be eliminated, a manual handling risk assessments will be undertaken which will include recommendations to reduce risks to as low as reasonably practicable.

3.3.2. Assessment of risk

To decide if a full assessment is required the flow chart at Appendix 1 will be used.

If a task is considered to be potentially high risk then a task specific assessment will be conducted using the form at Appendix 2. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment:

- the task;

- the load;
- the individual;
- the working environment.
- other factors (e.g. PPE, machinery).

3.4. **Employees**

Employees must ensure that they follow safe systems of work when performing manual handling activities, ensuring that:

- They report to management (in confidence) any personal conditions which may be detrimentally affected by a manual handling activity.
- They comply with instruction and training which is provided in safe manual handling activities, and use any equipment which has been provided to minimise risks associated with those activities.
- Any problems relating to the activity are reported immediately to their Manager.

4. **COMMUNICATION AND IMPLEMENTATION**

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. **RECORDS/ASSESSMENT FORMS**

Appendix 1 – Initial Assessment Flow Chart

Appendix 2 – Full Risk Assessment

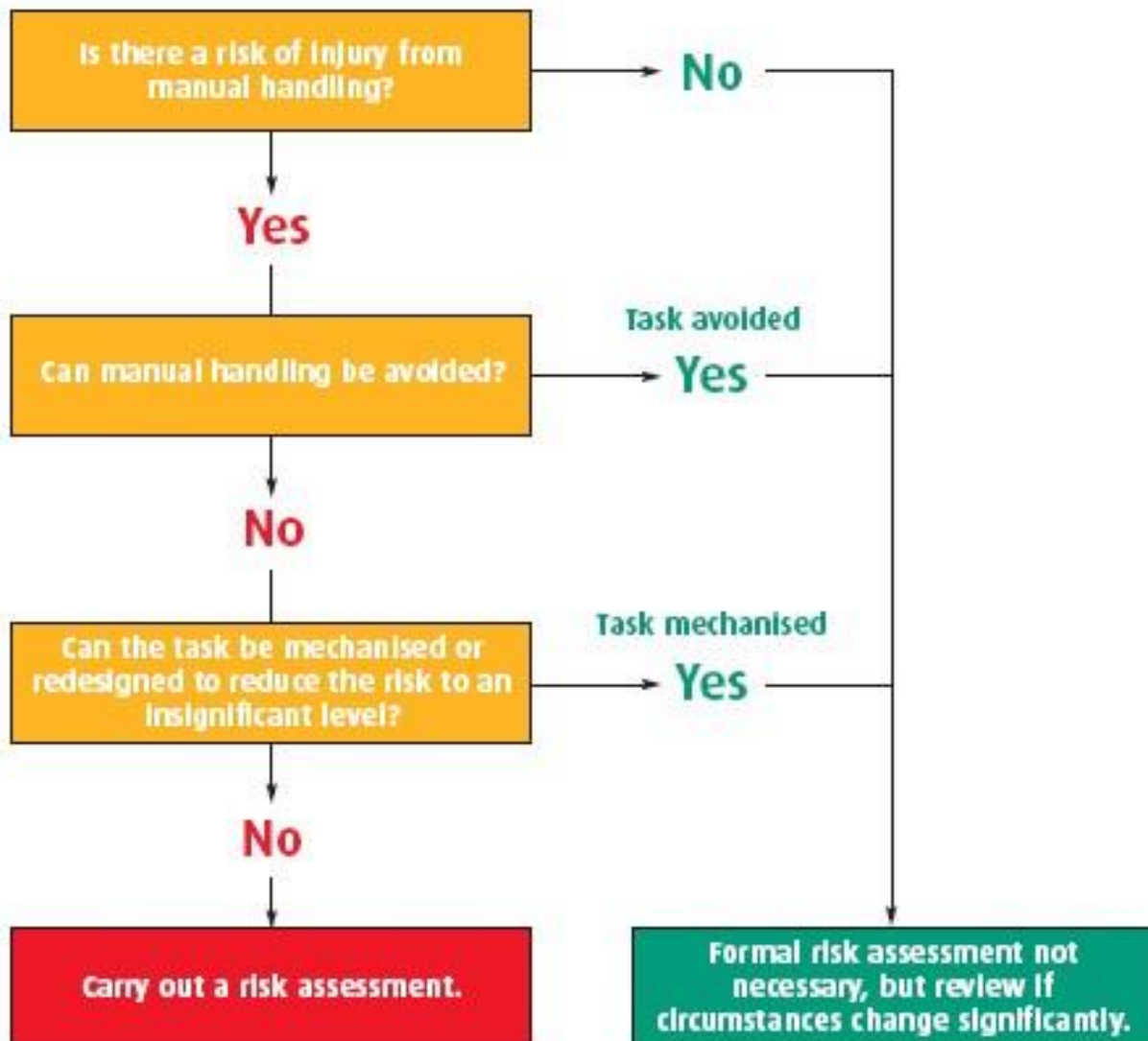
APPENDIX 1

Initial Assessment Form

The organisation will avoid the need for manual handling activities that could give rise to injuries to employees, so far as is reasonably practicable.

Where this is not possible, then a risk assessment will be carried out and suitable measures taken to reduce the risk of injury to the lowest level that is reasonably practicable.

The guidance and information on the chart below will be used to assist the organisation in deciding when a full assessment is required. If the final outcome is that a formal assessment is not required, we will still ensure the activity is reviewed regularly.



APPENDIX 2

Manual Handling Full Risk Assessment

Summary of Assessment					
Location of task:					
Number of personnel who carry out this task or job title(s), if relevant, personnel who carry out this task:					
Total Risk Rating: With frequency Factor added			See below for how rating was arrived at		
Comments:					
Control Measures to take					
1.					
2.					
3.					
4.					
5.					
Date of assessment:			Date for reassessment:		
Assessor's name:			Signature:		
Assessor's position:					
THE TASK – does it involve:	No	Yes	N/A	Total	Explain Hazards/ Risks
Holding loads away from trunk?					
Twisting?					
Stooping?					
Reaching/lifting above shoulder height?					
Long carrying distance?					
Strenuous pushing or pulling?					
Handling while seated?					

Repetitive movement?					
Insufficient recovery time?					
Total					
THE LOAD – is it					
Heavier than 25 kgs?					
Bulky?					
Difficult to grasp?					
Intrinsically harmful (e.g. sharp/hot)?					
Unstable/unpredictable in movement?					
Total					
THE WORKING ENVIRONMENT – are there					
Limitations on movement?					
Lack of working space?					
Uneven/slippery/unstable floors/ground?					
Hot/cold/humid conditions?					
Strong air movements?					
Poor lighting conditions?					
Total					
INDIVIDUAL CAPABILITY – does the job					
Require unusual strength/height?					
Pose possible hazard to those with a health problem?					
Pose possible hazard to those who are pregnant?					
Call for additional information/training?					
Total					
OTHER FACTORS – can movement or possible posture be hindered by					
Clothing?					

Health and Safety Policy

Personal protective equipment?					
An emergency of unplanned event?					
Equipment used? Maintained, correct for job?					
Total					

Sub Total		
IF THE TASK INVOLVES TIME PRESSURES ADD 10		
RISK FACTOR		Inset risk factor in chart below

Note only 'YES' answers are counted and totaled in the right hand column

How often is the task carried out?

Does the activity involve: (select one of the below)	Risk Factor		Frequency Factor		TOTAL RISK RATING
Very frequent handling (significant part of the day)		X	3	=	
Frequent handling (several times a day)		X	2	=	
Regular handling (several times a week)		X	1	=	
Occasional handling (several times a month)		X	0.5	=	
Infrequent handling (several times a year)		X	0	=	

The final scored Risk Rating must be inserted at the top of the assessment form.

Action Rating

Score	Risk Level and Action
50 +	Catastrophic Risk – task must not go ahead until risk is reduced
41– 50	Serious – task has inherent high risks which must be controlled / reduced by mechanical handling equipment, group handling, breaking down the load or systems of work
26 – 40	Significant – task has risks that can be controlled using trained handlers, mechanical handling, group handling techniques and good handling practices
11 – 25	Minor – task can be done with trained handlers and mechanical aids as required
0 – 10	Trivial – handling task(s) are a day to day event

Section C13: New and Expectant Mothers

1. SPECIFIC LEGISLATION

Management of Health and Safety at Work Regulations (MHSWR)1999 – Regulations 3,16,17,18
Maternity (Compulsory Leave) Regulations 1994

2. RELATED TOPICS

See also *Risk Assessment, DSE, Hazardous Substances and Manual Handling*.

3. POLICY

3.1. Definitions

New or Expectant Mother: A women who is pregnant or;
who has given birth within the last six months or;
who is breast feeding.

3.2. General Statement

The organisation is aware of the susceptibility of women to certain risks that may arise as a consequence of their employment and will assess and document those additional risks, and ensure measures are provided to protect the health and safety of any women employed, so far as is reasonably practicable. The organisation is also aware of the statutory requirements imposed on, and relating to, work undertaken by women of childbearing age and will comply with these requirements.

3.3. Arrangements

Women will be given all the information, instruction and training necessary to enable them to work safely and without risks to their health. The organisation will take all reasonable steps to safeguard the health, safety and welfare of new or expectant mothers, and of their unborn child.

3.3.1. Employees who are New or Expectant Mothers

The organisation does not wish to place an employee who may be pregnant or who is breast feeding at risk and therefore requests employees to let the Chief Executive know that if are expecting or breast feeding at the earliest opportunity. Once informed officially by the person themselves a specific risk assessment will be undertaken.

3.3.2. Risk Assessment

Risks to a new or expectant mother arising from their work activities will be assessed and appropriate preventive and control measures will be implemented. Risk Assessment will take into account:

- working with DSE including posture, prolonged sitting;
- exposure to physical agents such as vibration, noise, temperature extremes;
- manual handling activities will be assessed and monitored; this is particularly important as these abilities will alter as the pregnancy develops;
- exposure to biological and chemical agents.

The organisation acknowledges that pregnancy is not a static condition and that the nature and degree of risk will change as the pregnancy develops. Such physiological changes will be taken into account when assessing the risks which will include:

- morning sickness;
- backache - this will become increasingly significant as the pregnancy advances;
- increasing physical size of pregnant women;
- increasing toilet requirements;
- increasing tiredness;
- other.

We will regularly monitor the work undertaken by new or expectant mothers, especially during the development of pregnancy, in order to continually assess the individual's ability to work safely and without risk. All problems identified will be addressed, so far as is reasonably practicable, and all risks will be adequately controlled and safe systems of work established. Where appropriate we will make arrangements for reasonable and appropriate health programmes for pregnant women and determine whether it will be necessary to impose limitations or special arrangements on medical grounds.

Note: Because a woman in our employment may not immediately be aware of being pregnant or may not wish to bring her pregnancy to our notice during the early weeks we will ensure that all relevant risk assessments undertaken within a workplace consider any increased level of risk to women of childbearing age.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. RECORDS/ASSESSMENT FORMS

Risk Assessment Form

Section C14: Risk Assessment and Control

1. SPECIFIC LEGISLATION

Management of Health and Safety at Work Regulations (MHSWR)1999 –

All legislation that requires specific risk assessment to be conducted as per 3.1 below

2. RELATED TOPICS

See also *Display Screen Equipment, Fire Safety, Hazardous Substances, Manual Handling, New and Expectant Mothers, Personal Protective Equipment, Provision and Use of Work Equipment, Temporary and Agency Workers, Working at Height and Young Persons.*

3. POLICY

3.1. Definitions

Risk Assessment – process of identifying/controlling the significant risks in the workplace.

Hazard – something with the potential to cause harm (injury, damage, loss or disease).

Risk – the likelihood of that hazard being realised, its severity, likelihood of occurring and who/what may be affected.

Risk Rating – the Risk Severity × Likelihood of Occurrence = Risk Rating.

3.2. General Statement

The organisation accepts that some of its operations may, unless properly controlled, create risks to staff and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level. Any necessary remedial actions will be taken as a result of the risk assessments.

Certain risk assessments must be made according to the requirements of the following specific legislation:

- Management of Health and Safety at Work Regulations 1999
- First Aid Regulations 1981
- Regulatory Reform (Fire Safety) Order 2005
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Working at Height Regulations (WAHR) 2005

Note: This list is not exhaustive however the above relate to the activities, which the staff of EMD UK may encounter during their everyday activities.

3.3. Arrangements

3.3.1. Planning and Organisation

The organisation has adopted a formalised approach to the risk assessment process as noted within this policy. This includes a system for rating risks found during the assessments for classification and prioritisation.

3.3.2. Employees

Any employee who discovers a hazard during working operations should report the hazard so that the necessary remedial action can be taken.

Employees will participate in the undertaking of the risk assessment process, which are appropriate to their work, environment or activity.

Employees will follow any measures implemented for the protection of themselves and others.

3.3.3. Chief Executive or nominated deputy

Where hazards are identified and where such hazards pose significant risks, the Chief Executive or nominated deputy will ensure that risk assessments are conducted.

The outcome of the Risk Assessment will be communicated to employees concerned and will advise employees of control measures in place.

The Chief Executive or nominated deputy will ensure that control measures identified from the assessment are implemented and that employees within their control follow such measures.

The Chief Executive or nominated deputy will be responsible to ensure that assessments are reviewed and monitored as appropriate.

Risk Assessments will be maintained for a period of at least three years.

3.3.4. The Risk Assessment Process

EMD UK has adopted a process which we identify as:

'S A F E R' i.e. **See** it; **Assess** it; **Fix** it; **Evaluate** for **Effectiveness**; **Record** it

3.3.4.1. SEE IT – a) Identify the hazards; b) Identify those at risk

a) Identify the hazards – we will identify the significant hazards associated with the environment, task, activity or processes. This will be undertaken by observation, experience and talking to those who carry out the job. We will also take into account or consult the following:

- Workforce.
- Accident, ill health and near miss data.
- Instruction manuals.

Health and Safety Policy

- Data sheets – COSHH.
- Hazard Crib sheets.
- Workplace inspections.

b) Identify those at risk – We will consider individuals or groups of people who may be affected including:

- Disabled staff.
- Lone workers.
- Temporary staff.
- Young inexperienced workers.
- New and expectant mothers.
- Members of the public.

3.3.4.2. ASSESS IT – a) Identify existing control measures; b) Evaluate the risk.

a) Identify Existing Control Procedures – We will examine how we already control the risks from the hazard and decide if existing control procedures are adequate. We will do this by;

b) Evaluating the risk (after existing control measures are accounted for) and completing a risk ranking which will determine the residual risk.

Risk = Likelihood x Severity – We will use a simple 1 – 5 risk ranking system. To carry out a risk ranking we multiply the likelihood by the severity.

		Likelihood						
		1	2	3	4	5	Likelihood	Severity
Severity	1	1	2	3	4	5	1 Highly Unlikely	1 Trivial
	2	2	4	6	8	10	2 Unlikely	2 Minor Injury
	3	3	6	9	12	15	3 Possible	3 Over 3 day injury
	4	4	8	12	16	20	4 Probable	4 Major injury
	5	5	10	15	20	25	5 Certain	5 Incapacity or Death

After the multiplication we match the number against the following table to get the Residual Risk i.e. the risk that remains after the controls are in place which will be Low,

Priority	
1	Urgent action – (Risk no 15 – 25)
2	High Priority – (Risk no 10 – 12)
3	Medium Priority – (Risk no 5 – 9)
4	Low Priority – Risk no (2 – 4)
5	Very Low Priority– No Action reqd (Risk no 1)

Medium, or High.

3.3.4.3. FIX IT – Decide/Implement control measures.

If the risk is not adequately controlled we will decide which new control procedures are required and ensure these procedures are implemented. When considering what measures to put in place we will consider both severity and likelihood, in order to minimise the overall risk and will consider the 'hierarchy' of controls as required by regulation. The hierarchy is as follows:

1. **Elimination – get rid of the risk altogether.**
2. **Substitution – exchange one risk for something less likely or severe.**
3. **Physical Controls – separation/Isolation, eliminate contact with the hazard.**
4. **Administrative controls – safe systems of work, rules in place to ensure safe use/contact with hazard.**
5. **Information, instruction, training & supervision – warn people of hazard and tell/show/help them how to deal with it. If necessary, disciplinary procedures should be used.**
6. **Personal Protective Equipment (PPE) – dress them appropriately to reduce severity of accident. Note that PPE must always be the last resort.**

If it is not reasonably practicable to implement the first measure, we will try the next level, with the **least-favoured** option being the provision of Personal Protective Equipment although PPE will be used to support other measures.

Priority will always be given to measures that protect the whole workforce.

When deciding what control measures may be required, consideration will also be given to:

- Any legal requirements;
- Any codes of practice or guidance notes;
- The relevant sections in this Policy;
- Any industry standards.

After we have implemented the new control procedures, we will re-rank the risks as above to determine the new residual risk. We aim to get the risk to 'as low as is reasonably practicable' until it is at a tolerable level.

3.3.4.4. EVALUATE FOR EFFECTIVENESS

We will monitor to ensure that the control measures are achieving the desired level of control.

3.3.4.5. RECORD AND REVIEW

We will review the assessment on an annual regular basis or earlier if anything changes e.g. new staff, change in machinery or process.

- One year has elapsed: or where
- There has been an accident or incident in that risk area; or where

- New machinery, technology or working procedures have been introduced or changed; or where
- There is reason to believe that the present assessment is no longer valid.

We will make the information from assessments available to our workforce. We will involve our employees in the process as they often know the risks well; they may also spot something that could have been missed.

We will start a register of risk assessment so that we can identify risks that have been assessed. We will keep copies of the assessments for at least three years.

3.3.5. Information and Training

Employees (including Managers) of the organisation will, where necessary, be given:

- Training to improve their knowledge of the risk assessment procedure.
- Any additional detailed knowledge about how to assess risks within the working environment that they will be assessing.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. RECORDS/ASSESSMENT FORMS

Risk Assessments

Section C15: Provision and Use Of Work Equipment

1. SPECIFIC LEGISLATION

Provision and Use of Work Equipment (PUWER) 1998

Supply of Machinery (Safety) Regulations 1992

2. RELATED TOPICS

See also *Risk Assessment*, *Driving at Work*, *Electricity at Work*, *Hazardous Substances and Accident Reporting*.

3. POLICY

3.1. Definitions

'Work equipment' is defined as 'any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)'. This definition is very broad and covers a wide range of equipment, both manually and power-operated, such as: computers, photocopiers, lift trucks, vehicle hoists, ladders, portable drills, drill bits, knives, air compressors etc. Motor vehicles which are not privately owned are also classed as work equipment, however when they are driven on public highways the more specific road traffic legislation would take precedence over PUWER.

'Use' is defined as 'any activity involving work equipment including starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning'. This wide definition means that employers need to consider the health and safety of all persons carrying out these various activities.

'New work equipment' is defined as 'equipment provided for use in a workplace from 5 December 1998'.

'Existing work equipment' is defined as 'equipment provided for use prior to 5 December 1998'.

'Provided for use' means the date on which the equipment is first supplied into the premises or undertaking.

'Mobile work equipment' is work equipment which carries out work while travelling or travels between different locations where it is used to carry out work. Examples include fork- lift trucks, trailers, mobile cranes etc. Equipment that is pedestrian-controlled, for example wheelbarrows, lawnmowers, is not classed as mobile work equipment.

'Self-propelled mobile work equipment' is work equipment which is propelled by its own motor or mechanism. The energy powering the motor/mechanism may be remote from the equipment itself, e.g. where electrical energy is provided via a cable connected to the equipment.

'Remote controlled mobile work equipment' is work equipment operated by controls which are not physically connected to it, for example radio-controlled equipment. Wired pendant controlled equipment is not classed as remote controlled.

3.2. General Statement

The organisation recognises its duty to ensure, 'as far as is reasonably practicable', that any equipment provided to employees and others is safe and without risks to health. The hazardous nature of many types of work equipment, particularly machinery, means that unless the risks they present are properly controlled, serious injuries or fatalities are likely to result.

3.3. Arrangements

The Chief Executive or nominated deputy is responsible for ensuring the following:

3.3.1. All new Equipment and Machinery

All new equipment and machinery should bear the 'CE' mark or other 'standard' mark to indicate that it conforms to the relevant safety standards for supply of machinery.

3.3.2. Managing the use of work equipment

Ensuring that any work equipment purchased is suitable for both its intended use and the environment in which it is going to be used.

Once the correct equipment has been chosen, the risks associated with its use will be adequately assessed and controlled. Control measures will include:

- Ensuring the safety of the equipment, i.e. providing guards;
- Introducing safe working practices;
- Ensuring that users of the equipment are competent in the use by providing adequate instruction, information and training.
- Provide appropriate PPE where applicable.

3.3.3. Maintenance of Work Equipment and Machinery

Most types of work equipment require some form of maintenance. Appropriate maintenance schedules will be drawn up. The frequency and nature of the maintenance required will be determined by:

- the manufacturer's recommendations;
- the history of the equipment within the organisation;
- how and under what conditions the equipment is used;
- risk assessment findings;
- any specific legal requirements that may be applicable.

3.3.4. Inspection of Work Equipment

In addition to maintenance, periodic inspections of equipment are required if it is exposed to conditions that will cause it to deteriorate, and where that deterioration could create a significant risk. A regular inspection of work equipment as identified will be undertaken.

3.3.5. Risk Assessment

The Chief Executive or nominated deputy with co-operation from staff who are users of the work equipment will conduct appropriate risk assessments.

3.3.6. Information, Instruction and Training

The Chief Executive or nominated deputy will ensure that suitable information, instruction and training on any work equipment in the work place is provided. The extent of instruction and training will vary with the complexity and performance of the equipment. In general the manufacturers and suppliers recommendations and instructions will be used and should be available for employees at all times to use as reference.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. RECORDS/ASSESSMENT FORMS

Risk Assessment Forms.

Section C16: Stress Management

1. SPECIFIC LEGISLATION

Health and Safety at Work, etc Act (HSWA) 1974

Management of Health and Safety at Work Regulations (MHSWR) 1999

HSE Management Standards for Stress

2. RELATED POLICIES

See also *Risk Assessment and Control, DSE, Workplace, Lone Working and Working from Home Policies*.

3. POLICY

3.1. Definitions

Stress – The Health and Safety Executive (HSE) defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Stressors – Causes of stress at work.

Fatigue – is the temporary inability, or strong disinclination to respond to a situation, because of previous over-activity, mental, emotional or physical.

For the purpose of this policy and procedure it is important not to confuse ‘stress’ with ‘fatigue’ as defined above.

3.2. General Statement

The organisation places a high value on the physical and mental health of its employees and is committed to putting in place all reasonable measures that encourage and protect employees from the effects of work-related stress. It is recognised that stress and its effects, are a health and safety issue and acknowledges that it is important to identify and reduce workplace stressors. The organisation will seek to gain a balance between organisational personal pressures and demands by developing open communication, work-life balance and joint working.

3.3. Arrangements

3.3.1. Chief Executive

The Chief Executive will maintain effective communications with the employees of EMD UK which will assist in creating a supportive environment within which stress and stress-related health issues can be discussed.

Practicable measures to prevent stress will be assessed as part of regular risk assessments and communicated where necessary to employees.

The Chief Executive will ensure that effective systems are in place to manage stress within the workforce and, where appropriate, ensure that adequate resources are available to support those systems.

The Chief Executive will ensure that employees are informed about the risks to their health as identified in the risk assessment and how these can be minimised.

3.3.2. Employees

In order that early support and intervention can be implemented employees should approach the Chief Executive or line manager and raise their concerns on stress or work-related issues.

All employees share the responsibility for promoting positive relationships at work.

3.4. Risk Assessment

3.4.1. Stress Management Standards

Recognising and understanding the causes of work related stress allow examination of ways in which 'stressors' should be tackled. When undertaking the Risk Assessment and identifying the hazards relating to stress in the workplace we will consider the standards as identified by HSE (Appendix 1).

3.4.2. Recognising signs of stress

Stress can be seen first by those who work or live with that person. Some of the common signs of stress are:

- Mood Swings
- Anxiety
- Skin Problems
- Tiredness
- Muscle Tension
- Poor Concentration
- Low Self Esteem
- Poor Memory
- Persistent Lateness
- Inability to Manage Time
- Changes in Sleep Patterns
- Changes in Eating Patterns

3.5. Reporting Stress

Employees should inform the Chief Executive or line manager promptly when they feel that they are not coping. Reports of stress will be taken seriously and in confidence and time will be put aside to fully explore the possible reasons for the member of staff reporting stress, alternatively, speaking to a friend or colleague may help to identify the root cause.

The Chief Executive or line manager will discuss and take appropriate advice (if necessary) on how to manage the situation as required. Outcomes will be discussed with the employee.

4. **COMMUNICATION AND IMPLEMENTATION**

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. **RECORDS/ASSESSMENT FORMS**

Appendix 1 - Stress - Hazard identification

Appendix 1

Stress – Hazard Identification

Look at the following work areas and take appropriate action.

1. Demands

Employees often become overloaded if they cannot cope with the amount of work or type of work they are asked to do.

- Assess workloads and exposure to physical hazards. Take steps to reduce unwanted distractions.
- Provide realistic deadlines.
- Provide adequate on the job training and support.
- Assess the risks of physical violence and verbal abuse.
- Provide sufficient challenge or pressure to keep employees motivated.
- Design work that provides workers with stimulation and opportunities for employees to use their skills.
- Allow for regular breaks when work is complex or emotionally demanding.

Pay attention to the way the job is designed, training needs and whether it is possible for employees to work more flexible hours. Plan ahead so that change can be addressed through the team working together to solve problems.

2. Control

How much say, the person has in the way they do their work. Give employees the opportunity to talk about their issues.

- Allow employees some control over the pace of work encouraging them to give feedback.
- Encourage employees to participate in decision making.
- Empower people to make decisions about the way they work.
- Allow employees to arrange their working environment that best suits their needs.
- Negotiate shift work schedules avoiding asking employees to work late without prior notice. Think about how actively employees are involved in decision-making and the contribution made by the teams. Reviewing performance can help identify strengths and weaknesses.

3. Support

Levels of absence often arise if employees feel they cannot talk to the manager about issues that are troubling them.

- Support employees in tackling their work-related stress. Individuals are more willing to admit they are experiencing stress if they can expect to be dealt with sympathetically.
- Ensure that employees receive sufficient training to undertake the core functions of their job.
- Provide constructive supportive advice at the annual appraisal.

- Provide flexibility in work schedules, where possible.
- Allow phased return to work after long periods of absence.
- Hold regular team meetings allow employees to talk about stressors.
- Provide opportunities for career development.
- Deal sensitively with employees experiencing problems.

Keep employees informed either on an individual or team basis

4. **Role**

Employees will feel anxious about their work and the organisation if they are unsure or don't know what is expected of them.

- Provide a clear job description and define work structures clearly.
- Ensure that the person does not have conflicting roles.
- Provide all new employees with a thorough induction to the organisation.
- Value and praise employees for their contributions especially during difficult times.
- Provide a personal work plan to define work objectives.

Review the induction process, work out an accurate job description and maintain a close link between individual targets and organisational goals.

5. **Change**

How organisational change is managed and communicated to employees can have a significant impact on those employees.

- Explain what the department wants to achieve to meet the Trust's objectives.
- Consult with the team at an early stage and throughout the change process.
- Involve your employees in the planning process so that they understand how their work fits in.
- To avoid rumour mongering avoid delaying communication on new developments.

6. **Relationships**

Tackling issues such as bullying and harassment from within the team or from another source should be dealt with seriously and not be avoided.

Section C17: Temporary and Agency Workers

1. SPECIFIC LEGISLATION

Health and Safety at Work, etc Act (HSWA) 1974

Management of Health and Safety at Work Regulations (MHSWR) 1999

2. RELATED TOPICS

See also *Risk Assessment, First Aid, Work Environment, DSE*.

3. POLICY

3.1. General Statement

The organisation will take the necessary measures to ensure the health and safety of any temporary and agency staff in its employment. Any problems connected with temporary or agency staff should be reported directly to the Chief Executive or nominated deputy so that remedial action can be taken.

3.2. Definitions

Temporary – A person employed direct by EMD UK on a short or fixed term basis.

Agency – Temporary employees who work for the organisation through an employment agency.

3.3. Arrangements

3.3.1. IITS

The organisation will ensure that appropriate information, instruction, supervision and training are in place and that appropriate records are kept when employing temporary or agency staff including induction on organisation health and safety emergency procedures.

Temporary staff

Information required to be provided (under MHSWR) to any person whom the organisation has employed under a fixed term contract will include the following the qualifications and skills required to do the work safely.

- the health surveillance to be provided (if applicable) to the temporary worker under statutory provisions
- the risks to health and safety identified by workplace assessments
- any preventive measures to be taken
- safe working procedures
- the identity of the competent person taking charge during an emergency
- any risks notified to the organisation arising from a shared workplace (if applicable)

Agency staff

Temporary employees who work for the organisation through an employment agency will be provided with information on the following:

- risks to health and safety arising out of that work
- measures taken to comply with statutory provisions
- the nominated person in their work area responsible for implementing evacuation procedures

The agency will be provided with:

- qualifications or skills required to carry out the work safely
- the specific features of the job which relate to the employee's safety

4. **COMMUNICATION AND IMPLEMENTATION**

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. **RECORDS/ASSESSMENT FORMS**

Induction

Risk Assessment

Section C18: Working Environment

1. SPECIFIC LEGISLATION

Workplace (Health, Safety and Welfare) Regulations (WHSWR) 1992

2. RELATED TOPICS

See also *Risk Assessment, DSE, Hazardous Substances, Provision & Use of Work Equipment and Cleaning and Hygiene.*

3. POLICY

3.1. General Statement

The organisation is committed to providing a safe and healthy working environment for all employees. It will ensure that physical working conditions are comfortable and safe with due consideration given to individuals with specific requirements in keeping with the needs of other employees. We aim to maintain constantly high standards of health and safety throughout the workplace.

3.2. Arrangements

The Chief Executive or nominated deputy is responsible for ensuring, in general, that the work area is a safe environment to work in. Specifically, the items in the list below have been put in place and identified.

3.3. Work Environment Considerations

Maintenance of Workplace and of Equipment, Devices and Systems

- The workplace and the work equipment will be maintained in efficient order and good repair. Records of maintenance will be kept for a minimum of 3 years.

Temperature and Ventilation

- Both temperature and ventilation will be sufficient for all workers to carry out their activities comfortably.

Lighting

- Lighting will be sufficient to enable our employees to work, so far as is reasonably practicable, by natural light.
- Emergency lighting will be provided in any room in circumstances in which persons at work are especially exposed to danger in the event of failure of artificial lighting.

Cleanliness and Waste Materials

- The work environment will be maintained and cleaned on a regular basis.
- Waste will be disposed of in suitable containers provided and will be removed from the organisation on a regular basis.

Workspace and Personal Work Area

- Employees will be provided with enough free space to allow people to get to and from workstations and to move within the room with ease and without risk to their safety.
- Employees will be able to carry out their activities safely and comfortably and be able to move freely.
- DSE Risk assessments will be undertaken for all employees working with VDU's.

Floors and Traffic Routes

- Floors and indoor traffic routes will be cleaned regularly and will be kept clear of obstructions.
- Floors should be free from bumps, holes and damage which may cause people to trip or fall. Potential problems should be reported immediately and until any damaged floors are repaired, the area should be marked as 'out of use'.
- Spills or other wet areas such as after cleaning or in doorways following and during rain will be cleared or dried up immediately.
- Arrangements for the clearing of snow and ice will be made where and when appropriate.
- Poor visibility caused by inadequate or defective lighting will be replaced or repaired.

Toilet and Washing Facilities

- Toilet facilities will be kept clean, ventilated, lit and be readily accessible.
- Washing facilities are provided in the immediate vicinity of sanitary conveniences with hot and cold running water provided.

Facilities for Rest and to Eat

- Facilities for eating and drinking have been provided which include facilities for heating and cooking food and making drinks. This area will be kept clean and uncontaminated.
- Should the need arise, an area for pregnant or nursing mothers will be provided.

3.4. Employee

Responsibilities of the employees are to:

- Report defects as they become known to Chief Executive, nominated deputy, authorised person.
- Take responsibility to ensure they maintain work activity areas in clean and tidy condition.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. **RECORDS/ASSESSMENT FORMS**

Risk Assessments

Maintenance Programmes

Section C19: Working From Home

1. SPECIFIC LEGISLATION

Health and Safety at Work Act (HSWA) 1974

Management of Health and Safety at Work Regulations (MHSWR) 1999

Health and Safety (First Aid) Regulations (FAR) 1981

2. RELATED POLICIES

See also *Risk Assessment*, *DSE*, *Accident Reporting*, *First Aid*, *PUWER*, *Electrical Equipment at Work* and *Lone Working*.

3. POLICY

3.1. Definition

Homeworkers or **home workers** are defined by the *International Labour Organization* as people working from their homes or from other premises of their choosing other than the workplace, for remuneration, which results of a product or service specified by the employer.

3.2. General Statement

Regardless of the location, all employees of EMD UK are covered by the health and safety legislation. As such we will ensure that any risk as a result of the work activity undertaken at home will be adequately assessed and that equipment provided for work is safe to use.

3.3. Arrangements

3.3.1. Management

The Management will ensure that all employees who, at any time, work from home are conversant with this policy and the *Lone Worker and Personal Safety* policy and completed Risk Assessment.

3.3.2. Employee

An employee working from home has a duty of care to be responsible for their own safety.

3.3.3. Risk Assessment

A Risk Assessment will be undertaken of work activity undertaken at home, taking into consideration particular risks involved in these activities.

3.3.4. Equipment

Appropriate equipment to enable work to be carried out at home will be provided. All equipment provided will be safe to use and maintained according to Provision and Use of Work Equipment Policy.

3.3.5. Personal Protective Equipment

If required, correct Personal Protective Equipment (PPE) will be provided to enable work to be carried out safely at home. Any such PPE will be maintained according to the organisation PPE Policy.

3.3.6. First Aid

The *Health and Safety (First Aid) Regulations 1981* place a general responsibility on employers to provide appropriate first aid facilities. If a home worker sustains a minor injury, he or she may be able to use a first aid box or phone for help. However, a more serious injury may mean that the worker cannot do this. Therefore, where more serious injuries are identified via risk assessment as foreseeable, suitable alternative arrangements will be made.

3.3.7. Information and Training

Staff and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working at home. Employees will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. Employees are required to cooperate with these efforts to ensure that working from home remains a safe environment.

4. COMMUNICATION AND IMPLEMENTATION

The organisation will issue posters, newsletters and bulletins posted on the health and safety notice board to employees in order to communicate policies, procedures and any updates.

5. RECORDS/ASSESSMENT FORMS

Risk Assessment